






Lee's Summit North High School

901 N.E. Douglas Street
Lee's Summit, MO 64086-4505
(816) 986-3000 • FAX (816) 986-3170



School Goals:

-  Each student will increase his/her academic achievement.
-  Each Student will graduate from LSN ready for post-secondary success.
-  Staff and students will have an increased sense of community.

2017-2018 Student Handbook

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LETTER FROM THE LSN PRINCIPAL

Dear Bronco Students and Parents:

Welcome to Lee's Summit North High School, home of the Broncos! Our highly qualified and dedicated staff is excited and ready to help continue your education during the 2017-2018 school year.

Lee's Summit North has maintained a tradition of academic excellence since opening in 1995 and is firmly established as one of the top academic high schools in the state of Missouri. The staff at Lee's Summit North is exceptionally proud of current and past academic accomplishments. As a comprehensive high school, we are equally as proud of student success in co-curricular and extra-curricular activities. These accomplishments are a direct result of students getting involved in all that Lee's Summit North offers. To that end, one of our school goals is to connect each student to North and increase his/her sense of community. I encourage each of you to actively participate in at least one school activity. If you commit to this, you will find school more enjoyable and will experience increased academic success.

We look forward to working with each of you this school year. If you have questions, please contact us at 986-3000.

Dr. Jeff Meisenheimer, Principal
Lee's Summit North High School



Class Times



Daily Schedule (D) M-Tu-F	
1	7:30 A.M. - 8:17 A.M.
2	8:22 A.M. - 9:09 A.M.
3	9:14 A.M. - 10:01 A.M.
Mentoring Bronco Time	10:06 A.M. - 10:30 A.M.
4	10:35 A.M. - 11:22 A.M.
5/Lunch	11:27 A.M. - 12:39 P.M.
6	12:44 P.M. - 1:31 P.M.
7	1:36 P.M. - 2:23 P.M.
Lunch	
1st Lunch	11:27 A.M. - 11:51 A.M.
2nd Lunch	11:51 A.M. - 12:15 P.M.
3rd Lunch	12:15 P.M. - 12:39 P.M.

Pep Assembly	
1	7:30 A.M. - 8:14 A.M.
2	8:19 A.M. - 9:03 A.M.
3	9:08 A.M. - 9:52 A.M.
4	9:57 A.M. - 10:41 A.M.
5/Lunch	10:46 A.M. - 11:58 A.M.
6	12:03 P.M. - 12:47 P.M.
7	12:52 P.M. - 1:36 P.M.
Assembly	1:36 P.M. - 2:23 P.M.
Lunch	
1st Lunch	10:46 A.M. - 11:10 A.M.
2nd Lunch	11:10 A.M. - 11:34 A.M.
3rd Lunch	11:34 A.M. - 11:58 A.M.

Wednesday (A) Collaboration Day	
2	8:30 A.M. - 10:03 A.M.
Bronco Time	10:08 A.M. - 10:43 A.M.
4/Lunch	10:48 A.M. - 12:45 P.M.
6	12:50 P.M. - 2:23 P.M.
Lunch	
1st Lunch	11:09 A.M. - 11:33 A.M.
2nd Lunch	11:33 A.M. - 11:57 A.M.
3rd Lunch	11:57 A.M. - 12:21 P.M.
4th Lunch	12:21 P.M. - 12:45 P.M.

Early Release	
1	7:30 A.M. - 8:04 A.M.
2	8:09 A.M. - 8:43 A.M.
3	8:48 A.M. - 9:21 A.M.
4	9:26 A.M. - 9:59 A.M.
5	10:04 A.M. - 10:37 A.M.
6	10:42 A.M. - 11:16 A.M.
7	11:21 A.M. - 11:55 A.M.

Thursday (B)	
1	7:30 A.M. - 9:03 A.M.
3	9:08 A.M. - 10:41 A.M.
5/Lunch	10:46 A.M. - 12:45 P.M.
7	12:50 P.M. - 2:23 P.M.
Lunch	
1st Lunch	11:09 A.M. - 11:33 A.M.
2nd Lunch	11:33 A.M. - 11:57 A.M.
3rd Lunch	11:57 A.M. - 12:21 P.M.
4th Lunch	12:21 P.M. - 12:45 P.M.

Snow Day Plan	
Friday (A)	
2	7:30 A.M. - 9:03 A.M.
Bronco Time	9:08 A.M. - 10:41 A.M.
4/Lunch	10:46 A.M. - 12:45 P.M.
6	12:50 P.M. - 2:23 P.M.
Lunch	
1st Lunch	11:09 A.M. - 11:33 A.M.
2nd Lunch	11:33 A.M. - 11:57 A.M.
3rd Lunch	11:57 A.M. - 12:21 P.M.
4th Lunch	12:21 P.M. - 12:45 P.M.

* If we miss Thur only, Friday becomes a B-day Block

**If we miss Wed only, Friday becomes an A-day Block

LEE'S SUMMIT SCHOOL DISTRICT/LSNHS

PHILOSOPHIES

Lee's Summit R-7 Mission, Vision and Commitment Statements:

MISSION STATEMENT

We prepare each student for success in life.

Vision Statement

Lee's Summit R-7 is an exemplary school district, graduating students who are college and career ready with the competitive advantage necessary to be successful.

Lee's Summit R-7 reflects a culture of respect and acceptance. Collaboration is an expectation that fosters mutual understanding and a focus on student achievement and staff development.

Lee's Summit R-7 encourages innovation and creativity, recognizing student learning as our fundamental purpose.

Commitments

We commit to:

- Engaging student in research-based programs in a technology-rich environment.
- Embracing open, honest two-way communication.
- Promoting continuous improvement through data-driven decision-making.
- Sustaining positive relationships among students, staff, families and community members.
- Ensuring a rigorous and relevant learning experience that leads to success for each student.
- Partnering with students in identifying and achieving their learning goals.
- Continuing a safe and caring environment.

Lee's Summit North High School Belief Statement:

MISSION STATEMENT

We believe each student can learn to his or her full potential. As a school community, we commit to creating a positive, supportive and challenging environment. Each student must learn the skills essential for a successful life in a global society.

REFERENCE INFORMATION

Lee's Summit North High School

- Information Line 816-986-3001
- Main Office 816-986-3000
- Attendance Office 816-986-3002
- Guidance Office 816-986-3003
- Health Room 816-986-3004
- Activities Office 816-986-3008
- School Resource Officer 816-986-3035
- Teachers' Voice Mail 816-986-1499 plus extension number

To Report Threats/Violence Against Students, Teachers, or Schools

- Emergency Services 911
- Missouri School Violence Hotline 1-866-748-7047
- Child Abuse Hotline 1-800-392-3738
- Rape Crisis Hotline 816-531-0233
- Tips About Crimes 816-986-1450

Special Needs and Services

- Suicide Prevention Hotline 1-800-SUICIDE
- Alcoholics Anonymous 816-471-7229
- Narcotics Anonymous 816-531-2250
- Domestic Violence Hotline 816-HOT-LINE
- Hope House 816-461-4673
- Lee's Summit Social Services 816-525-4357

Parenting

- Lee's Summit CARES
www.lscares.org

Student Assistance Program

• Prevention Specialist 816-986-3087

Lee's Summit R-7 Drug-Free Programs are committed to creating and maintaining "communities of caring"—supportive, nurturing, healthy climates that foster and support proactive, pro-social, healthy growth and development of all students. In cooperation with families, community systems and social service agencies, Lee's Summit R-7 Drug-Free Programs will create and provide a comprehensive student service delivery system that will encompass a continuum of care,

including: prevention, education, and health promotion; intervention; referral and linkages to health and social services; ongoing support services.

The goal of the Student Assistance Program is to reduce specific risk factors contributing to tobacco, alcohol, and drug use and related behavioral problems among youth, and to strengthen specific protective factors to ensure young people’s health and well-being.

DISTRICT DIRECTORY INFORMATION

Tony L. Stansberry Leadership Center
301 N.E. Tudor 64086..... 986-1000
R-7 Health Services 986-1120
R-7 Transportation Services..... 986-2400

THE BOARD OF EDUCATION

The Board of Education is composed of seven unpaid local citizens elected at-large by citizens in the district to a three-year term. The Board is established by the state legislature to provide schools to children in the district. Board meetings are open to the public and are held at 7 P.M. on the second Thursday of each month in the Board of Education Offices, 301 NE Tudor, Lee’s Summit, Missouri. The Board sets the policies by which the schools operate and hires a staff to administer those policies.

President

Mr. Bob White

Vice President

Ms. Julie Doane

Members

Ms. Phyllis Balagna
Ms. Jackie Clark
Ms. Kim Fritchie
Mr. Adam Rutherford
Mr. Dennis Smith

DISTRICT ADMINISTRATION

Superintendent of Schools
Dr. Dennis Carpenter 986-1008
Associate Superintendent for Business and
Operations
Dr. Judy Hedrick 986-1009
Associate Superintendent of Human
Resources
Dr. Jeff Miller 986-1003
Associate Superintendent of Instruction
and School Leadership
Dr. Katie Collier 986-1027
Assistant Superintendent for Secondary
Instruction
Dr. David Sharp 986-1019

Assistant Superintendent for Elementary
Instruction
Dr. Jennifer Kephart..... 986-1022
Assistant Superintendent for Special
Services
Dr. Emily Miller 986-1023
Executive Director of Technology
Dr. Amy Gates 986-1060
Executive Director of Communications
Ms. Janice Phelan 986-1014
Director of Student Services
Dr. Rexanne Hill 986-1039
Director of Nutrition Services
Ms. Jane Hentzler 986-2200

Director of Transportation
Mr. Keith Henry.....986-2400

Director of District Activities
Mr. Richard Berchard986-1037

DIRECTORY OF SCHOOLS

Lee's Summit North High School
(Grades 9 - 12).....986-3000
Information Line.....986-3001
901 N.E. Douglas

Lee's Summit High School
(Grades 9-12).....986-2000
Information Line.....986-2001
400 S.E. Blue Parkway

Lee's Summit West High School
(Grades 9-12).....986-4000
Information Line.....986-4001
2600 SW Ward Rd

Summit Ridge Academy
2600 SW Ward Rd.....986-4120

Summit Technology Academy
777 NW Blue Parkway524-3366

Middle Schools

Campbell Middle School (Grades 7-8)
1201 N.E. Colbern Rd.....986-3175

Pleasant Lea Middle School (Grades 7-8)
600 S.W. Persels Rd.....986-1175

Summit Lakes Middle School (Grades 7-8)
3500 S.W. Windemere Dr.....986-1375

Elementary Schools

Cedar Creek Elementary
2600 S.W. Third.....986-1260

Greenwood Elementary
804 W. Main, Greenwood.....986-1320

Hawthorn Hill Elementary
2801 S.W. Pryor Rd.986-3380

Hazel Grove Elementary
1901 N.W. Blue Parkway986-3310

Highland Park Elementary

400 S.E. Millstone986-2250

Lee's Summit Elementary
110 S. Green Street986-3340

Longview Farm Elementary
1001 SW Longview Farm Rd 986-4180

Mason Elementary
27600 E. Colbern Road.....986-2330

Meadow Lane Elementary
1421 N.E. Independence986-3250

Pleasant Lea Elementary
700 S.W. Persels986-1230

Prairie View Elementary
501 S.E. Todd George Rd.986-2280

Richardson Elementary
800 N.E. Blackwell Road986-2220

Summit Pointe Elementary
13100 E. 147th St.986-4210

Sunset Valley Elementary
1850 SE Ranson Rd.986-4240

Trailridge Elementary
3651 S.W. Windemere.....986-1290

Underwood Elementary
1125 N.E. Colbern986-3280

Westview Elementary
200 N. Ward Rd.986-1350

Woodland Elementary
12709 S. Smart Rd.986-2360

Pre-Schools

Great Beginnings Early Education Center
905 NE Bluestem.....986-2460

Parents as Teachers
905 NE Bluestem.....986-2480

BUILDING DIRECTORY ADMINISTRATORS, COUNSELORS, AND STAFF

PRINCIPAL

Dr. Jeff Meisenheimer.....986-3005

ASSISTANT PRINCIPALS

Elizabeth Bock (A-Ed)986-3022
 Tim Collins (L-Ro)986-3010
 Rhea Moses (Ei-K)986-3011
 Dustin Spencer (Ru-Z).....986-3012
 Mike McGurk (Activities/Athletics)
986-3013

GUIDANCE COUNSELORS

Robin Gray (D-He)986-3020
 Laura Hillbrand (Mi-Sh).....986-3018
 Shelley McCain (Si-Z).....986-3021
 Paige Murray (Hi-Me)986-3019
 Rebecca Steele (A-C).....986-3036
 Tina Faulkner (Social Worker)....986-3033

BUILDING PROFESSIONAL STAFF

To access voice mail, dial 816-986-1499, then enter the extension number. (*) = Lead Teacher

A+ Coordinator Extension

Jennifer Mooney.....3056

AFJROTC Extension

Major Mark Schmidt3024
 SMSgt. Corey Wells.....3024

Art..... Extension

Jeannine Akins8187
 Tara Hood.....8615
 Jill Hummel7327
 *Colby Mathews.....8802
 Rashelle Weissenbach.....8397

Athletic Trainers..... Extension

Jessica DeWitt7393
 Steve Taylor8265

Business Extension

Lauren Fruits7253
 Mike Hilbert8222
 Michele Hinkle8961
 Sherri Norton.....7601
 Katie Purkey.....8193
 *Joy Reed8249
 Jan Richardson8252

Communication Arts Extension

Jennifer Beemer.....7365
 Matt Bolch8076
 Dr. Michelle Branch.....8098
 Lara Cole7857
 *Stacy Collins.....8960
 Shayne Daniel.....8738
 Terry Durnell.....8209
 Minda Haesemeyer.....8238
 Andrea Hood-Johnson.....8223
 Sherry Hoog8254
 Scarlett Pinnell7259
 Mary Lee Ptacek.....8230

Brian Ray7468

Jessica Root.....7995

Rachel Russell.....7138

Melissa Shephard.....7984

Mandy Shortino7009

Ashley Washington.....8168

Sara K. Witteman.....7823

FACS Extension

Michele Hinkle8961

*Ann Pike.....8453

Jessi Struckhoff.....7883

Industrial Tech Extension

Dustin Benisch7762

Cody Cantrell.....8358

*Cameron Clover.....7849

Matt Shortino7332

In School Suspension..... Extension

Tyler Hargis3023

Intrnat'l Baccalaureate Coordinator..... Extension

*Dr. Robert Rossiter3061

Learning Lab Extension

Ryan Shortino8747

Jason Starnes.....7377

Library Media Cnt. Extension

Nathan Miller3027

*Michael Russell.....3026

Math Extension

Jeff Ballinger.....8387

Don Campbell.....7447

Katy Crance8156

Kristie Fox8870

Dr. Sarah Graff8772

Hillary Griffith.....7255

Lynn Griffith.....7812

Tricia Lillygren8233

Peter McDavitt	7899	Eric Davis.....	8373
Brian McElroy	7654	Brian Glenski	8825
Jeff Mumaw.....	8963	Lauren Hollingsworth.....	8767
Kimberlee Rickard	8266	Ben Jewell	8125
*Shannon Underwood.....	8724	Jason Jones	8157
Aaron Wilson	8278	Ty Kohl.....	7047
Tracy Wrisinger.....	7088	Jennifer Mooney	3056
<u>Modern Language</u>	<u>Extension</u>	Ovie Oghenejobo	7753
Kim Baer	8250	Sarah Schmoll.....	7477
Andrea Brancato-Vovk	7598	*Mike Westacott	8212
Hannah Brizuela	7448	Tavish Whiting	8355
Michelle Eurich	7066	<u>Special Ed</u>	<u>Extension</u>
Cai Jing Jing	7861	Chris Armstrong	7580
Aaron Layendecker	8724	Lindsay Beachner	8909
Nicole Morris	8398	Brooke Green	7244
*Deborah Parker.....	8946	*Stacey Hamann	8113
Lisa Shepard.....	8583	Norman Jones	8340
Robin Villa	8133	Tracy Magee	7279
<u>Music</u>	<u>Extension</u>	*Kerry Michael	7373
Joanna Davis.....	8924	Jamar Mozee	7989
John Johnson	8884	Nikole Muncy	7361
*Joseph Keeney.....	7039	Matt Sessler.....	7262
Jonathan Krinke.....	7309	Jessica Stueve	8159
Scott Kuhlman	7053	Dr. Catherine Tabiendo.....	8791
Brad Light.....	8170	Lori Wells	7972
<u>Physical Ed.</u>	<u>Extension</u>	<u>Student Intervention.....</u>	<u>Extension</u>
Emily Argotsinger	7135	Harris Deutsch	3087
Shelby Hoffman	3092		
Katie Kelly	7135		
*Ryan Kelley.....	7938		
Jerry Skakal	7888		
Joey Sullivan	7380		
Steve Taylor	8265		
<u>Instructional Evaluation Specialist</u>	<u>Extension</u>		
Dr. Cindy Quinn.....	3084		
<u>Resource Officer</u>	<u>Extension</u>		
Rodger Bowers	3035		
<u>Science</u>	<u>Extension</u>		
Jennifer Belmore	7493		
Amy Charpie	8418		
Kristen Falkenberg	7659		
John Gage	8213		
Christopher Gerding	7872		
Brian Hamm	8999		
Kelly Lepert.....	7059		
Robert McIntosh.....	7074		
Brad Ralston.....	7095		
Adrienne Ray.....	8228		
*Pam Schleiden.....	8256		
Joey Spicer	7390		
Nicole Tigner.....	7859		
Chris Walker.....	7081		
<u>Social Studies</u>	<u>Extension</u>		
Justin Collis.....	7360		
Sarah Courtney	7947		
Mick Cronk.....	7465		

BUILDING SUPPORT STAFF

<u>Campus Supervisors</u>	<u>Extension</u>
Don Fowler	8241
Bruce Hickham	3108
<u>Clerks</u>	<u>Extension</u>
Katrina Lourenco (Xerox)	7206
Jean Sebelien (Health)	3004
Carla Borland (Health).....	3104
<u>Recovery Room</u>	<u>Extension</u>
Laura Lamb.....	3089
<u>Registrar</u>	<u>Extension</u>
Karla Barnhill	3017
<u>Registered Nurse</u>	<u>Extension</u>
Ashley Wickman.....	3044
<u>Secretaries</u>	<u>Extension</u>
Julie Edwards (Reception).....	3058
Delinda Garlich (A+)	3057
Jessica Keltner (Guidance)	3003
Kathy Koenemen (Principal)	3006
Tawn Rockwell (Media Center)	3025
Sue McLallen (Attendance).....	3007
Valerie Meuschke (Guidance)	3003
Leslie Minx (Fines).....	3009
Karen Stolfus (Discipline)	3059
Melissa Wissler (Activities)	3008

<u>Technology</u>	<u>Extension</u>		
Melissa Clarke, (Clerk)	3030	Barb Christiansen	7098
Cheryl Miller, TA	3029	Angela DeMarco	8968
		Cheryl Eller	7242
<u>Para Educators</u>	<u>Extension</u>	Chris Kelly	TBD
Rose Boehm	7648	Marcie Mariott	8074
Sharon Braaten	7933	Michelle Miller	7770
Samantha Bridges	7530	Jesi Rathbun	8110
Ruth Bryant	7910	Kathy Smith	8046

A SELECTION OF DISTRICT POLICIES

The complete Board of Education policies, as well as the complete Lee’s Summit North High School handbook, are available on-line. <http://www.leesummit.k12.mo.us>

Common Sense Statement

No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the district’s and school’s missions will not be acceptable. If the action creates an environment in which learning is not the primary focus, disciplinary action will result. Students are expected to use “common sense” in making decisions about their behavior choices. Discipline is progressive based on the number of infractions.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

Anti-Discrimination Law Compliance

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment.

The Board is an equal opportunity employer.

Marital, maternal, or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

Collateral Prohibitions

As part of this obligation, the Board is also prohibited from, and declares a policy against:

- Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding, or informal resolution concerning prohibited discrimination;
- Aiding, abetting, inciting, compelling, or coercing discrimination; and,
- Discrimination against any person because of such person’s association with a person protected from discrimination due to one or more of the above-stated characteristics.

Compliance Officer Appointment

To ensure that these obligations are met, the Board designates the following individual to act as the district’s nondiscrimination laws compliance officer, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district-wide:

Associate Superintendent of Human Resources
301 NE Douglas, Lee's Summit, Missouri, 64086
Phone (816) 986-1004, Fax (816) 986-1170

504 Compliance can be directed to:
Director of Special Services
301 NE Douglas, Lee's Summit, Missouri, 64086
Phone (816) 986-1000, Fax (816) 986-1170

This grievance procedure exists to provide formal resolution of complaints that policy AC has been violated. Please refer to Board policy AC for procedures and definitions.

PUBLIC NOTICE **PROGRAMS FOR HOMELESS STUDENTS**

The Lee's Summit R-7 School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

ASBESTOS

The district shall survey and assess the exposure of friable asbestos in all buildings. This report shall be filed with appropriate state agencies, and will be available for public review in the superintendent's office. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the EPA.

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Lee's Summit R-7 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Lee's Summit R-7 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Lee's Summit R-7 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning

alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Lee's Summit R-7 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed anytime Monday - Friday from 8:00 a.m. – 4:00 p.m. at the Stansberry Leadership Center, located at 301 NE Tudor Road, Lee's Summit, Missouri.

STUDENT RECORDS

Provisions and Guidelines

Education records shall be retained according to the guidelines set forth in the *Missouri Public Schools Records Manual*.

Teacher and staff comments on student records will be confined to matters related to student performance.

It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in accordance with the law.

Review of Education Records by Parents or Eligible Students

Education records shall be open for inspection by parents of a student or an eligible student. Both parents have access to their child's school records until and unless a court orders otherwise. Therefore, a copy of any applicable court order that restricts any parent's access to the student's education records must be filed with the school principal in order to certify to the district that a parent's access rights are limited or denied pursuant to the court's directions.

Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the record or records he or she wishes to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record that pertains to other students.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures outlined in Section G of this regulation.

Transfer of Education Records

The district will respond to a request for records from another school district enrolling a student within five business days of receiving the request. However, if the student's record has been marked pursuant to notification by the highway patrol that the student has been classified as a missing child, the record shall not be forwarded to the requesting district and the district will notify the missing persons unit of the highway patrol of the record request.

Upon notification that a student has transferred to any other school district, the district will forward any written notification the district has received from a juvenile officer, sheriff, chief of

police, or other appropriate law enforcement authority that a petition has been filed in juvenile court alleging that the student has committed an offense, and the notification of disposition of such case, to the superintendent of the new school district in which the student has enrolled.

Annual Notification of Rights to Parents and Students

The district shall annually notify parents of students currently in attendance, or eligible students in attendance of their rights under the Family Educational Rights and Privacy Act (FERPA) and of FERPA regulation by publication in the student handbook(s) or by distributing notification to the parents or eligible students at the beginning of the school year.

Parents and/or students may request that the district not use a student's social security number at the time of enrollment.

Release of Education Records

Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions:

The district may disclose education record information without consent when disclosed:

- To school officials who have a legitimate educational interest in the records.
- To officials of another school, upon request, in which a student seeks or intends to enroll.
- To authorized representatives of state and local educational authorities.
- To law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released.
- To accrediting organizations to carry out their accrediting functions.
- To parents of a dependent student, as defined in section 152 of the Internal Revenue code of 1954.
- To parents of a child who is not an eligible student, or to the child.
- To comply with a judicial order or a lawfully issued subpoena.
- In connection with a student's request for or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or state and local education authorities in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs.
- To appropriate parties in a health or safety emergency.
- To other persons authorized to receive education records pursuant to FERPA.

The school district will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student. This paragraph does not apply if the request was from or the disclosure was to the parent or eligible student, school officials within the district who have a

legitimate educational interest in the student's education records, a party with written consent from the parent or eligible student, a party seeking "Directory Information," or a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

Appeals Procedures

Parents or eligible students have the right to ask to have education records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Parents or eligible students interested in the appeals procedure can reference R-7 Board Policy JO-R.

Destruction of Records

Generally, special education records containing personally identifiable information will be destroyed three years from the date the student was last served by the District. If you want a copy of your student's special education record, please contact the registrar or attendance secretary at the building that your child last attended. Your child's permanent record, including the student's name, contact information, birth record, grades, class rank, standardized test scores, and grade level completed, will be retained by the District.

STUDENT DIRECTORY INFORMATION

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or a student who is 18 years of age. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or a student who is 18 years of age unless they notify the district in writing as directed. Parents and students who are 18 years of age will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or students who are 18 years of age notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors

and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children’s Division (CD) of the Department of Social Services: The student’s address, telephone number and e-mail address and the parents’ addresses and telephone numbers.

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law. If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

Military and Higher Education Access

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18, submits a written request, the district will not release the information. Parents or a secondary school student who is at least 18, must notify the Registrar in writing at LSNHS, 901 N.E. Douglas, Lee’s Summit, MO 64086, within ten days of receiving this handbook.

SURVEYS AND COLLECTION OF STUDENT INFORMATION

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of survey, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect

the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.

3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, US Department of Education, 400 Maryland Ave., SW Washington, D.C. 20202-5920

PUBLIC SOLICITATIONS & ADVERTISING IN DISTRICT FACILITIES

The Board of Education recognizes that business and cultural organizations make available for public use much information that is of great value in advancing student education. Much of this information is not available through other sources. Board of Education Policy provides for the use and dissemination of information from private sources that tends to strengthen the curriculum and benefit the students while also protecting students and families from exploitation by companies, organizations or groups. More detailed information regarding solicitation and advertising is available in the complete Board of Education Policy KI.

HUMAN SEXUALITY CURRICULUM NOTIFICATION

Human sexuality curriculum may be delivered through courses in Family and Consumer Sciences, Biological and Life Sciences, Health and Wellness, and Social Sciences. Specific descriptions of individual courses are included in the *Program of Study Book*. Parents and students are encouraged to review course descriptions prior to enrollment.

When parents prefer that their child not receive instruction in the human sexuality curriculum, a written notice must be provided to the classroom teacher.

ACADEMIC AND GRADING INFORMATION

A+ SCHOOLS GRANT PROGRAM

The A+ Schools Program provides financial incentive to qualified A+ graduates to continue their education beyond high school. A+ graduates may be eligible to receive reimbursement for the cost of tuition while attending a Missouri public community college or vocational/technical school on a full-time basis. It is **recommended that all students enroll in the A+ Schools Program** and work toward graduating with A+ status.

To graduate with A+ status a student must meet ALL of these requirements:

- Attend a designated A+ School for three consecutive years (grades 10-12) prior to high school graduation.
- Graduate with an unweighted cumulative GPA of 2.5 or higher on a 4.0 scale.
- Graduate with at least 95% ADA (Average Daily Attendance) for grades 9-12.
- Perform and document 50 hours of unpaid district tutoring or mentoring coordinated through the LSN A+ Office.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
- Perform all other duties and obligations required by state law to be eligible for and receive the benefits of the A+ program.
- Students must achieve a qualifying score on the Algebra I EOC (proficient or advanced) or the math portion of the ACT or COMPASS.

A+ graduates do not have to access the financial incentives immediately; they can access the benefits up to four years after graduation. Graduating with A+ status does not mean one is limited to attending a public community college or vocational/technical school as several colleges and universities offer scholarships to A+ graduates. The A+ financial incentive is dependent upon state appropriation from the Missouri General Assembly. This financial incentive will be for the unpaid balance after federal post-secondary financial assistance funds (that do not require repayment) have been applied to college expenses.

Misbehaving during tutoring/mentoring time will result in a meeting with the student, administrator, and A+ Coordinator. The student may be placed on probation for the remainder of their years as an A+ student. If a second infraction occurs, the student may be removed from the A+ program. In the case of a serious infraction during tutoring/mentoring time, the student may immediately be deemed ineligible for further tutoring or mentoring.

To sign up for the A+ Schools program, pick up an A+ Agreement from the A+ Office or print one from the A+ website.

ACADEMIC LETTER

Any full-time student with a full schedule of classes who has attained at least a 4.0 grade point average during any semester will receive an academic letter. Fall semester qualifiers will be recognized in the spring at the Academic Achievement Awards ceremony. Spring qualifiers will be recognized during the following year's ceremony.

ACCREDITATION OF SCHOOLS

Schools in the district meet all requirements for Accreditation with Distinction by the Missouri State Department of Education. Lee's Summit North High School programs and facilities are subject to ongoing evaluation as part of the Missouri School Improvement Plan.

ADVANCED STUDIES AND RECOGNITION PROGRAM

The Advanced Studies and Recognition Program offered by Lee's Summit North High School is based on the premise that the school system has a responsibility (1) to challenge highly motivated and academically talented students, (2) to increase students' opportunity for admission to leading institutions of higher learning, (3) to enhance the students' possibilities for receiving placement and credit in college for advanced work completed in high school, and (4) to provide recognition for achievement which will increase the chances of consideration for financial aid toward college.

The Advanced Studies and Recognition Program encompasses the following:

- Honors courses
- College courses for credit
- Advanced Placement (AP)
- International Baccalaureate Program

Courses taken in the Advanced Studies and Recognition Program receive extra weightiness in the grading system. Students enrolled in the Advanced Studies/AP courses receive a weighted value of .50 on a 4.0 scale. Students enrolled in the IB and AP courses will receive a weighted value of 1.0 on a 4.0 scale. Students enrolled in college credit or Honors courses receive a weighted value of .66 on a 4.0 scale. Students enrolled in IB and AP courses are required to take IB/AP exams to receive weightiness in the course.

ASSESSMENTS

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

FINAL CLASS RANKINGS AND GRADE POINT AVERAGE (GPA)

Final class ranking and GPA will be based on eight (8) semesters of course work.

GRADE REPORTING

Students are issued a six and twelve-week progress report each semester and a final semester grade at the end of each 18-week semester. Students and parents are reminded that the six and twelve week progress reports indicate the progress of the student at the time the report is issued and that a cumulative grading system is utilized for the semester.

The student will receive progress and semester grade reports on the following dates:

End of Grading Period

Six Weeks-September 27th
Twelve Weeks-November 8th
First Semester-December 20th
Six Weeks-February 14th
Twelve Weeks-April 4th

Grades Issued

Six Weeks-October 4th
Twelve Weeks-November 15th
First Semester-January 10th
Six Weeks- February 21th
Twelve Week- April 11th

Grade reports are distributed to students during the school day for the first five grading periods only. The final grade card is mailed to the home address.

GRADING SYSTEM

The high school uses a four point system of grading (A= 4, B=3, C=2, D=1, F=0) with a minus and plus option.

- Grade A—Excellent
- Grade B—Superior, Above Average
- Grade C—Average
- Grade D—Below Average, Yet passing
- Grade F—Failing, work unsatisfactory. Requirements not met. No credit will be issued

Grading Scale

The following standardized grading scale is used:

A	=	95 -100	C	=	73-76
A-	=	90 - 94	C-	=	70-72
B+	=	87 - 89	D+	=	67-69
B	=	83 - 86	D	=	63-66
B-	=	80 - 82	D-	=	60-62
C+	=	77 - 79	F	=	59 & below (No Credit)

Conduct Grading Scale

The following standardized grading scale is used:

S	=	Satisfactory Conduct
N	=	Needs Improvement in Conduct
U	=	Unsatisfactory Conduct

The high school policy is to assume that all students have an “S” grade in conduct. If a student interferes with the learning process in the classroom and the teacher has to take time from some students to discipline others, then the conduct grade may be reduced. Conduct grades will be issued for all classes including learning labs.

HONOR ROLL AND PRINCIPAL’S HONOR ROLL

The honor rolls are figured at the end of each semester. The Honor Roll includes all students who have achieved at least a 3.0 grade point average. The Principal’s Honor Roll includes all students who have achieved at least a 3.5 grade point average. Students should see their guidance counselor or the registrar in the guidance office to obtain an up-to-date grade point average.

REQUIRED PROJECTS

Some courses have required projects. A required project is defined as one of such importance that it must be completed if credit for the course is to be given. Failure to complete a required project will result in a semester grade of F.

TRANSFER STUDENTS WITH CREDIT

It may be necessary to contact the sending school for clarification. The intent is to be fair without penalizing current or newly enrolled students.

For all incoming students, the counselor will evaluate transcripts. Courses that correspond with the LSR-7 high school's weighted courses will be granted the weight they would have received had the courses been taken here.

Because honors courses are not offered in 9th and 10th grades, but Advanced Studies courses are offered, honors 9th grade courses might be considered equivalent to Advanced Studies courses; however, they must correspond with the Advanced Studies curriculum. This policy will affect any enrolled student and is retroactive for all students.

ACTIVITY AND ATHLETIC INFORMATION

MSHSAA ACTIVITY/ATHLETIC PARTICIPATION FEES

The R-7 athletic/activity program goal reflects that student activities and athletics are an integral part of the total secondary educational program because they provide experiences that will help students to acquire additional knowledge and skills, plus they help students gain the attributes of good citizenship.

Students wishing to participate in any high school MSHSAA sponsored activity/sport will be charged \$50 for yearly participation. A maximum participation fee of \$100/family will be charged for participating in high school activities/sports. Please consult your building assistant principal/activities director for any questions or concerns regarding the high school participation fee.

The following guidelines will assist with implementation for the collection of fees:

1. The student will not be allowed to participate in an activity/athletics at the high school until the fee is paid in full. It is the intent that all participation fees will be collected at registration. If a student decides to participate in a high school activity later in the school year, students must pay fees in the activities office.
2. If a student is cut from a team but has already paid the fee, he/she will be reimbursed.
3. If a student quits or is suspended from a team or performing group after the first scheduled event, no refund will be granted.
4. If a student is injured during or after the first scheduled game so that he/she can no longer compete, the fee will not be refunded.
5. Other extenuating circumstances, such as a student transferring to another district prior to the first activity or season or a student being placed on homebound, may be considered by the building administrator for reimbursement.
6. Students qualifying for the free lunch program will be exempt from the activity participation fee. Students qualifying for the reduced lunch program will pay 50% of the participation fee. Student/parent should contact the building principal to verify their free or reduced lunch status. Each case will be evaluated independently.

****SEE LISTED MSHSAA ACTIVITIES/SPORTS BELOW***

	<u>Activities</u>		<u>Sports</u>
<i>Bands</i>	<i>Cheerleading</i>	<i>Baseball</i>	<i>Softball</i>
<i>Orchestra</i>	<i>Dance Team</i>	<i>Basketball B/G</i>	<i>Swim/Dive B/G</i>
<i>Choirs*</i>	<i>Flag Guard/Winter Guard</i>	<i>Cross Country B/G</i>	<i>Tennis B/G</i>
<i>*(Concert/Mens/Womens/Chamber)</i>	<i>Speech/Debate</i>	<i>Football</i>	<i>Track & Field B/G</i>
<i>Marching Band</i>	<i>Scholar Team</i>	<i>Golf B/G</i>	<i>Volleyball</i>
		<i>Soccer B/G</i>	<i>Wrestling</i>

ACTIVITY/ATHLETIC PROGRAMS AVAILABLE

Activity Programs

Clubs are an important part of student life and the school's educational program. Clubs stimulate interest in different fields. They provide friendships with others who have the same interest. They help promote a feeling of belonging to the school. In order to keep enthusiasm within the club, the student should support the organization to which he/she belongs.

Athletic Programs

The athletic program provides activities for many different interests and talents. Please contact the Activities Office at 816-986-3008 for further information and eligibility requirements.

All students must have a completed physical on file in the Athletic/Activity Director's office in order to participate in any sport. Physicals must be dated on or after February 1st of the previous school year to be current.

The athletic program provides activities for many different interests and talents. Please contact the Activities Office for further information and eligibility requirements. All students must have a completed physical on file in the Athletic/Activity Director's office in order to participate in any sport.

ADDITIONAL CLUBS OFFERED

All three high schools offer a variety of school site-based, chartered clubs. These clubs may be curricular or non-curricular in nature. Check with the high school Activities Office for a complete listing of clubs, sponsors, and contact information.

ATHLETIC PASSES

High School Events

Students may purchase athletic passes for \$35. This pass will admit the student to all home football, soccer, volleyball, wrestling, and basketball events. Regular admission to these events would cost over \$150. Tournaments, invitational, and MSHSAA events hosted by the school are special events, and the pass cannot be used for admission.

District Events

A coupon ticket worth \$30 admission value for athletic events at any Lee's Summit high school may be purchased for \$20 at the R-7 District Offices, at the administration offices of any high school, or at the gate of any varsity event. Any unused ticket can be used the following school year.

DANCES AND PARTIES

During the school year several classes and organizations will sponsor dances and parties. Dances are open to enrolled members of the high school in good standing and one registered guest unless otherwise advertised by the school. The following regulations have been established by the Student Senate for dances or parties. These rules will be enforced:

- Student IDs are required for all student dances.
- Students leaving the building, during the dance or party may not return without the prior approval of a sponsor.

- School guests must be in the ninth grade or not have reached their 21st birthday and must be accompanied to a dance or party by a student enrolled in LSNHS.
- Some dances are restricted solely to LSNHS students or solely to LSNHS students and their registered guests.
- Rules regarding guests will be announced prior to the event. Students are held responsible for all actions of their guest and are expected to inform them of all rules and regulations.
- Guests must leave the dance and school property at the same time the LSNHS student they are registered with leaves.
- Only one administrator approved guest per student is allowed, and all non-LSNHS guests must obtain prior administrative approval. Guest registration forms are available in the Main Office.
- No alcoholic beverages of any kind are allowed. Students or guests who have been drinking will be sent home with a parent or guardian or designee of the parent/guardian. This incident will become a part of their disciplinary record and appropriate action will be taken.
- Students will be expected to dress appropriately. Formal dress is required to attend Homecoming and Courtwarming dances. Jeans are not permitted.
- Proper respect should be paid to all sponsors.
- Students currently assigned to In-School-Suspension or on Out-of-School Suspension are not eligible to attend.

MSHSSA ATHLETIC ELIGIBILITY TRANSFER POLICY

All eighth grade students who are interested in playing sports at the high school level need to be aware of the transfer policy of the Missouri High School Athletics Association (MSHSAA). The following standards are for the purpose of assuring fairness to all students.

- Upon promotion from the 8th grade or the highest grade of a junior high school administered as a separate unit within a school system, a student may be eligible only at the public high school located in the public geographical attendance district in which the student’s parents reside or any nonpublic high school located in the nonpublic geographical attendance district in which the student’s parents reside.
- Any student who chooses to attend a school other than those specified above shall be eligible only at the sub-varsity level in all sports for 365 days from the date of promotion from the eighth grade or the highest grade of a junior high school administered as a separate school system.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

Before a student is eligible to participate in college athletics at the NCAA Division I or Division II level, the NCAA Clearinghouse must certify the student. Part of that certification process includes making sure that the student has successfully taken the required number of core courses. The required number of core course(s) is listed below. For further requirements to be deemed eligible contact the Guidance Office.

CORE UNITS REQUIRED FOR NCAA CERTIFICATION

	Division I	Division II
English Core	4 years	3 years
Mathematics Core	3 years	2 years

Science Core	2 years	2 years
Social Studies Core	2 years	2 years
From English, math, or science	1 year	2 years
Additional Core: (English, math, Science, social science, foreign language, computer science, philosophy, non-doctrinal religion)	4 years	4 years
TOTAL CORE UNITS REQUIRED:	16	16*

Be sure to look at your high school's list of NCAA-approved core courses on the Eligibility Center's Web site to make certain that courses being taken have been approved as core courses. The web site is www.eligibilitycenter.org.

NATIONAL HONOR SOCIETY

The Lee's Summit North High School Chapter of National Honor Society is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards for selection established by the national office of NHS in four areas of evaluation: scholarship, leadership, service, and character.

- Acts of plagiarism, cheating and/or forgery/falsifying documents may result in exemption from NHS.
- Students are only eligible for membership after the first and second semesters of their junior year.
- Students or parents who have questions regarding the selection process or membership obligations can contact the Faculty Advisor.

NO HAZING POLICY

Hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or tryout for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

SCHOOL PRIDE

Students at Lee's Summit North High School have developed many traditions since the doors opened in the fall of 1995. Those traditions have united the student body with a spirit of school pride.

Whether at a sporting event, music contest, debate competition, or in the classroom, LSNHS students show their school pride in all they do. Being proud of their school, teachers, teams, clubs, and others have made the many, diverse students become united as a single student body.

Supporting the LSN mission to “create a positive, caring environment where all students can learn” has helped make the students and staff into a school family in which caring for one another has become the standard of behavior.

The symbolism of the LSN colors, the meaningful lyrics of the songs, and the names given to the mascot and publications all echo the pride of belonging to an excellent school environment.

Traditions

- **School Colors:**
 - Black**—power, determination, pride of heritage, elegance
 - Crimson**—courage, valor, energy, passion, strength
 - Silver**—intelligence, dignity, security, maturity
- **Mascot:** Broncos—proud, noble, fierce
- **Newspaper:** *Northern Exposure*
- **Yearbook:** *Aurora*

Lee’s Summit North School Song

“Crimson Banner”

To Lee’s Summit North our voices raise
In songs of honor and of praise,
Beacon of integrity
Forever we shall sing of thee.

Wave the Crimson Banner high,
Pride and loyalty draw nigh.

Spirit, friendship, unity
We’ll cherish for eternity.

(Students stand for the singing of the “Crimson Banner”)

Lee’s Summit North Fight Song

“Lead on Broncos”

Lee’s Summit North we’re behind you
Fighting all the way,
Marching ever onward
We will win this game today

Rah, Rah, Rah

North Bronco spirit
Fierce and strong and true
Fight for the Broncos
Lead on Broncos
Show the world what we can do

SPORTSMANSHIP

Lee's Summit North High School is a member of the Greater Kansas City Suburban Conference and Missouri State High School Activities Association. As members of these groups, the school adheres to policies set down for the display of good sportsmanship by athletes, students, fans, parents, and patrons.

Member schools are to enforce sportsmanship rules for their own school, players and spectators. Consequences are enforced for players, coaches, students and fans. All school discipline policies and rules apply to Lee's Summit North High School students at school activities whether they are held on school property or away from school. Any student ejected for poor sportsmanship or violation of behavior expectations will have disciplinary consequences. When ejected from a game, the ticket admission fee will not be refunded.

Interscholastic Behavior Procedures

All players, coaches/advisors, parents and other fans attending any interscholastic contest are expected to:

- Maintain pride for self and school.
- Strive to keep high standards of conduct.
- Cheer for your own team, not against the other team.
- Refrain from using profanity or implied profanity.
- Not make disrespectful chants, including personal remarks directed at players and officials.
- Not single out players by number or name.
- Display positive signs for your team.
- Be respectful to others. No disrespectful behaviors to other fans, players, coaches or cheerleaders will be allowed.
- Refrain from using noisemakers.
- Refrain from continuous standing, except in designated areas only.
- No sitting on the front row of the bleachers. No standing on the floor.
- Abide by the decisions of officials.
- Accept victory or defeat graciously.
- Be a credible citizen at all times.
- Abide by the R-7 Board policy prohibiting the use of tobacco products inside the building or outside on any school or athletic grounds.

Face Painting

Face painting is allowed at all sports contests. Shirts must be worn at all sports contests by all students. Violators of this rule will be asked to leave the event and have disciplinary consequences. Any admission fees collected will not be refunded.

STUDENT COUNCIL

The LSNHS Student Council is the governmental body for the building. Members include the President, Vice-President, Secretary, Treasurer, Historian, and representatives from each grade.

The purposes of this organization are to establish a working relationship between the student body and the administration; to develop a forum for student voice and channels for student

involvement; to provide evidence of good citizenship, scholarship, and leadership; and to provide orderly direction for school activities.

Student Council Officers 2017-2018

President: Ally Banks

Advisors: Ms. Mindy Haesemeyer

Vice-President: Shelby Wiseman

Ms. Sarah Schmall

Treasurer: Anna Donaldson

Secretary: Meredith Scarborough

Sergeant at Arms: Duncan Crosby

SUBURBAN CONFERENCE MEMBERSHIP

Greater Kansas City Suburban Conference Competition Teams:

Gold Division: Blue Springs High School, Blue Springs South High School, Lee's Summit High School, Lee's Summit North High School, Lee's West High School, Ray-Pec High School, and Park Hill.

ATTENDANCE AND CREDIT

Regular attendance is an important responsibility of the student's life. Poor attendance is the greatest contributing factor to school failure. State law requires attendance accounting. Attendance is recorded on an hourly basis. The school recognizes that there may be lengthy absences due to illness or unusual family circumstances. The administration will be glad to work with individual families to reach an equitable solution to the problem.

ATTENDANCE POLICY

A student shall be allowed no more than nine (9) absences, excused or unexcused, per semester in any one class. When a student reaches 5, 9, and 10 days, the school will send an informational letter to the parents, regardless of prior contact by phone or conference. The letter serves as notification of the number and type of absences by the student in each class.

On the tenth (10) absence, in any one class, the student will not earn credit for that class. Students will have the opportunity to work with their administrator to make up missed time prior to the end of the semester. If a student still has 10 or more absences at the conclusion of the semester the student will be required to complete an attendance waiver appeal. A waiver to maintain full credit must be submitted by the end of the semester. This waiver should include documentation of illness, funeral, or family emergency from a medical doctor, dentist, minister, or other official source. The waiver should be turned into the attendance office.

APPEAL PROCESS

If the student or parent feels that justifiable or extraordinary circumstances have contributed to reaching the nine-day limit, the student and parent may appeal to the Attendance Review Committee. An appeal form must be completed and filed with the Attendance Office by the end of the semester the absences occurred in. The review by the Attendance Review Committee shall be held within a reasonable time following the end of the semester. If no appeal request form is

received by the end of the semester, then credit is not earned. The Attendance Review Committee will consist of at least one administrator, counselor, and teacher.

The Attendance Review Committee will consider the reasons for all the student's absences, not only those absences above the nine days allowed. The committee will consider all relevant information including whether:

- The appeal form was returned to the attendance office by the end of the semester in which the absences occurred,
- The student has supplied reasons for each absence with appropriate documentation,
- All semester course work was completed as determined by the teacher,

The possible outcomes from an appeal to the Attendance Review Committee:

- Credit not awarded.
- Credit is awarded.
- Student is assigned make-up time for class time missed, once made up credit will be awarded.
- Student is placed on probation for the next semester, with credit held pending satisfactory attendance during the probationary period.

The outcome from the Attendance Review Committee will be communicated to the parents by phone and by written communication.

ABSENCE REPORTING

When a student is absent, the school requires that his/her parent call the attendance secretary between 7:00 a.m. and 10:00 a.m. at 986-3002 and state the student's name, grade and reason for absence.

- If parent contact is not received, a phone call will be made to the parents in an attempt to clarify the absence.
- If parental contact has not been made by the next school day, the absence will be classified as undetermined.
- It is the responsibility of the student and the parent to provide information in a timely manner to the attendance secretary to have undetermined absences reclassified within three school days.
- Any undetermined absences not reclassified within three school days will be recorded as unexcused.

The following absences are "examples" of absences that **will** count toward the nine-day limit:

- | | |
|---|-----------------------------------|
| Oversleeping | Family vacations |
| Going "out of town" | Missing the bus |
| No ride to school | Needed at home |
| Personal business | Car trouble |
| Activity camps | Other absences excused by parents |
| School suspensions (in excess of five days) | |
| District/state contests or other school related activities in which student is not a participant. | |

The following absences **will not** count toward the nine-day limit with proper documentation:

- | | |
|----------------------|---------------------|
| Hospitalization | Death in the family |
| Mandatory court date | College visits |

Religious observance

Documented doctor's appointment

Medically documented illness

School Suspensions (first five [5] days ISS or OSS)

Documented Dental/Orthodontist appointment

Verified school counseling/office appointment

School-related activities in which the student is a participant

History of chronic health problems, provided that proper documentation is filed with the Attendance Office or in Health Room

Each unexcused absence results in a one percent reduction in the cumulative grade at the end of the semester.

ACTIVITY ATTENDANCE IF ABSENT

Students must be in attendance a minimum of the **last four class hours of the day** to participate in any activity scheduled for that day. Exceptions are granted with administrative approval only.

If students come to school and leave during the day for health reasons, they may not return or participate that day in activities without administrative approval.

In the event that truancy or suspension of a student takes place, the student will not be eligible for participation until he has fulfilled the disciplinary requirements established by the administration.

ARRIVAL AT SCHOOL

When entering the building in the morning, students should gather all necessary materials for the first period class.

- Students may go to their first period classroom or to the Commons where they will be allowed to visit and/or study until class time.
- Only students who wish to study may enter the Media Center before school.
- Standing in groups in the halls blocks the normal traffic flow and creates the problems of running, pushing, and loud unnecessary talking; therefore, students are to move into rooms and not stand in the hallways.

CLASS SKIPS

Absence from all or part of a class without authorization from a parent or administrator is classified as a class skip.

- A parent will be contacted for each incident.
- The first one-hour class skip will result in assignment of two one-hour detentions; the second one-hour class skip will result in one Four-Hour Detention.
- Subsequent class skips will result in suspension. Each class skip is unexcused and carries a one-percent cumulative grade reduction per each class hour or period.

CLOSED CAMPUS

Students are not allowed to leave school grounds once they have arrived by any means of transportation without authorization from a school official. Any student who has scheduled authorization to leave school before dismissal must check out at the attendance office. Students in

violation of this policy will be assigned an after-school detention and may have their parking permits revoked if they drive off campus.

COLLEGE VISITS

- Juniors and seniors will be allowed **verified** college visits. These visits are excused absences, but are NOT classified as a school activity when calculating outstanding attendance eligibility.
- Forms can be picked up in the Attendance Office and Guidance Office.

DOCTOR AND DENTAL APPOINTMENTS

Doctor and dental appointments are excused. Since dentist's and doctor's appointments are an important part of any health or hygiene program, LSNHS will honor appointments as follows:

- Parental permission and appointment cards must be presented at the attendance office **prior to** leaving school to be classified excused. Failure to make prior arrangements will result in an unexcused absence until verification is received in the office.
- If the student must leave while class is in session, please notify the teacher prior to the beginning of class.
- Arrangements must be made with the attendance office in case of an emergency.
- Before leaving for a doctor or dental appointment, students must sign out in the attendance office.

DRIVER'S TEST

Students will be excused for no longer than three consecutive class periods to take a driver's test.

EARLY CHECKOUT AND FINALS

Students and parents are reminded that students are not to check out early at the end of the semester.

- Students who miss final examinations due to early checkout will lose ten percent of their semester grade.
- In emergency situations a student must request early check out with administrative approval. Parent contact will be made by the administration.
- An early checkout form must then be taken to their teachers to permit early finals at the teacher's discretion.
- **Teachers are under no obligation to give early finals.**

FAILURE TO CHECK IN/OUT OF SCHOOL

Students must check in to school at the attendance window if arriving after the tardy bell to first hour. Students must also check out of school at the attendance window if leaving before their regularly scheduled exit time. Students not following the check in/out of school procedures may receive disciplinary action.

HOMEBOUND STUDENTS' ATTENDANCE ON CAMPUS

Homebound students are not permitted on campus without prior administrative approval. All homebound students, immediately upon entering the building, must check in at the office and receive a "visitor" badge.

ILLNESS DURING THE SCHOOL DAY

- If a student becomes ill after arriving at school, he/she must report to the health room with a pass from the current hour's teacher.
- If the student is too ill to remain in school, the health room personnel will contact a parent/guardian.
- Communicable Disease Guidelines (see Health Services) will be followed.
- If the student does not check out through the health room and/or attendance office, he/she will be classified as unexcused. Any classroom work missed must be made up.

JOBS

- Students who work after school have the responsibility to take care of their school obligations, including after school detention, before being excused from school each day.
- Students seeking jobs or participating in job training must do so on their own time.
- Students will not be excused from school to look for jobs. Interviews scheduled at a specific time can be met by having a parent make arrangements in advance with the administration.

LATE ARRIVAL TO SCHOOL

The Lee's Summit School District procedure for Late to School, Class Skip, and Truancy infractions related to school arrival will now be combined into one infraction titled Late Arrival. Any student arriving later than 5 minutes past the start of school will receive one warning per semester. For additional Late Arrivals, consequences will be assigned as follows per semester:

Five minutes past start of school through midpoint of first hour class:

1. Warning
2. 2-hour/Parent Contact
3. 2-hour/Parent Contact
4. 4-hour/Parent Contact
5. 4-hour/Parent Contact
6. 2 x 4-hour/Parent Contact
7. 2 x 4-hour/Parent Contact
8. 3 Days ISS/Parent Contact
9. Consequences for 8+ at administration discretion

More than one-half of first hour class through conclusion of second hour class:

1. 2 x 1-hour/Parent Contact
2. 4-hour/Parent Contact
3. 3 Days ISS/Parent Contact
4. 5 Days ISS/Parent Contact
5. 10 Days ISS/Parent Contact

6. Consequences for 6+ at administration discretion

Beginning of third hour or later:

1. 4-hour/Parent Contact
2. 2 x 4-hour/Parent Contact
3. 3 Days ISS/Parent Contact
4. 5 Days ISS/Parent Contact
5. 10 Days ISS/Parent Contact
6. Consequences for 6+ at administration discretion

These situations, while not an exhaustive list, are examples of Late Arrivals that will carry disciplinary consequences if unexcused:

- Oversleeping
- Missing the bus
- Car trouble
- No ride to school
- Just late

TARDY POLICY

Students are expected to be in the classroom and ready to begin work when the tardy bell sounds. Students are considered tardy if arriving at their assigned location (including class and lunch) after the bell has sounded. *A one-minute warning chime MAY sound as a courtesy, but students are expected to be in class by the time the bell sounds, whether the courtesy chime has sounded or not.*

- Students who arrive after 7:40 a.m. must report to the attendance.
- Students who are five or more minutes late to hours two through seven will be sent to the office with a discipline referral card for a conference with an administrator.
- If students are detained by the office or by a teacher, they must obtain a pass from the person who detained them. All tardies will be considered unexcused unless the teacher provides written verification.
- Students having unexcused tardies will be assigned detentions. Failure to attend detention for excessive tardies may result in Four-Hour Detention, In-School-Suspension or Out-of-School Suspension.

Tardy Policy

Discipline for the tardy office referrals are:

- 6th one One-Hour Detention
- 7th one One-Hour Detention
- 8th one Two-Hour Detention
- 9th one Two-Hour Detention
- 10th one Four-Hour Detention
- 11th one Four-Hour Detention
- 12th two Four-Hour Detentions
- 13th two Four-Hour Detentions
- 14th 3 days ISS
- 15th Administration Discretion

- If a student is more than five minutes late, the student will be issued a discipline notice and sent immediately to the office.

TRIPS AND EDUCATIONAL TRAVEL

- If any student must miss school for a trip, the following requirements must be met:
- A parent must make arrangements with the administration of the school for the absence at least two days in advance. (This time is needed to notify teachers and make necessary arrangements relating to schoolwork.)
- The student will receive one day for each approved day missed to turn in all the make-up work. Students are asked to arrange make-up work prior to the trip. All required projects are due before leaving if the project falls due during the absence.
- Refer to attendance procedures for effects on credits due to absence from school.
- **Parents are encouraged not to schedule vacations immediately following the end of the school year due to possible calendar adjustments as a result of inclement weather.**

TRUANCY

Truancy is defined as being absent from school for two consecutive daily classes or one or more block classes without authorization from the parent and/or school administration. A parent will be contacted for each incident of truancy from school.

- For the first truancy, the student will be assigned a Four-Hour Detention,
- For the second truancy, the student will be assigned two Four-Hour Detentions,
- For the third truancy, the student will be assigned a three-day suspension.
- Each day of truancy carries a one-percent grade reduction in each hour missed.
- Subsequent truanies will result in five to ten days of suspension.

UNEXCUSED ABSENCE FROM LUNCH

Students failing to be in lunch without authorization from the teacher and/or office will be assigned a Four-Hour Detention for the first incident. Parents will be contacted. Subsequent skips will result in additional Four-Hour Detentions, In-School Suspension, and/or loss of parking permit if the student left campus in his/her vehicle.

CITIZENSHIP/CONDUCT EXPECTATIONS

ACADEMIC INTEGRITY

LSN HONOR CODE – Cheating/Plagiarism

As members of the Lee’s Summit North High School community, we commit ourselves to act honestly, responsibly, and above all, with honor and integrity in all areas of academic life. We are accountable for all that we say and write. We are responsible for the academic integrity of our work. We pledge that we will not misrepresent our work by using the work of others and presenting it as our own. We also pledge that we will not give or receive unauthorized aid. We commit ourselves to behave in a manner that demonstrates concern for the personal dignity and rights of all members of the community. We are respectful of classroom property and the property of others. We will not tolerate a lack of respect for these values. We define the following as direct acts against the **LSN HONOR CODE**:

- Cheating—The willful intent to use sources improperly for personal gain.

- **Plagiarism**—Failure to use original, unique yet informed ideas, thoughts, works, images, or products are used without proper documentation whether intentional or not.
- **Forgery/Falsifying documents**—Counterfeiting documents for personal unwarranted advantage in terms of grades, standardized testing, academic standing, recognition, post-secondary placement, eligibility, and privileges.

A violation of the **LSN HONOR CODE** may result in disciplinary action. Cheating and plagiarism will not be tolerated and will be held to the same standards. Violations could include, but are not limited to and these consequences will accumulate during the student’s high school career:

- The first offense will result in a zero on the assignment, teacher-parent contact, and administrator-student conference.
- A second cheating offense will result in a zero on the work and a three-day In-school Suspension.
- A subsequent incident of cheating will result in a five to ten-day suspension and loss of credit in that course for the semester.

A student’s responsible use of computer hardware and software materials and the academic integrity of school-work completed using these resources will be held to the same standard as that for conventional assignments.

Students taking IB courses should also reference the IB Academic Honesty policy.

ASSEMBLY GUIDELINES

School assemblies require mature behavior on everyone’s part. Each student assumes additional responsibility when he/she becomes part of a large gathering. Manners are the outward expression of a person’s character. Each student is responsible for the following assembly guidelines:

- Report to the assigned area.
- Take an assigned seat immediately and remain seated until dismissed by the person in charge of the program (the bell is not a dismissal signal).
- All students and staff members are expected to attend all school assemblies unless excused by the administration.
- Students not sitting in their assigned area will receive an after-school detention.
- Food or drinks are not permitted in the Performing Arts Center (PAC) or the Fieldhouse.

BUYING, SELLING, TRADING OF PRODUCTS

With the exception of school-approved fundraisers, buying, selling and trading of merchandise is prohibited on school grounds and will be subject to disciplinary action.

Selling of personal items to other students is also prohibited on school property. Students participating in the sale or receipt of such property will face disciplinary actions ranging from detention to suspension.

COMMONS/CAFETERIA PROCEDURES

- Students are not allowed to leave the campus during their lunch periods.
- Students are not allowed to leave the Commons without permission of a supervisor.
- All students are required to go directly to the Commons for their lunch shifts. Tardiness to the Commons will be classified the same as any other tardy.

- Unexcused absences from lunch will result in disciplinary action.
- Students are to remain in the Commons until dismissed by the Commons supervisor.
- Each student must return his/her tray, utensils and trash to the designated area.
- When dismissed in the Commons, students should push their chairs under the tables, leave the tables clean for the next shift, and proceed to their next assigned class. **All trash must be disposed properly.**
- Take-out food should not be delivered to students. If brought in, students must eat in the main office. Prior approval from the administration must be received for any food brought from the outside.
- All students will be expected to act like young adults during their lunch period. Good manners should prevail at all times. Creating disturbances in the Commons or not leaving the table clean will result in a clean-up duty assignment or office referral.

DISRESPECT/REFUSAL/INSUBORDINATION TO STAFF

In order to maintain the safety of the school environment, inappropriate language, gestures, or aggressive verbal or physical behavior toward any staff member will result in disciplinary action.

Other examples of disrespect include but are not limited to: defiance of authority, lying to staff, and refusal.

Refusal to comply with a staff request can result in the maximum disciplinary consequence being assigned. Such insubordination may result in up to a ten-day suspension with a referral to the Superintendent for possible long-term suspension.

DISTRIBUTION OF MATERIALS

Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material that is delivered or accessed using district technology resources is also subject to this policy.

However, students cannot distribute expressions which:

- Are obscene to minors;
- Are libelous;
- Are pervasively indecent or vulgar or contain any indecent or vulgar language;
- Advertise any product or service not permitted to minors by law;
- Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin);
- Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.

Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee 24 hours in advance of desired distribution time, together with the following information:

- Name and phone number of the person submitting request.
- Date(s) and time(s) of day of intended distribution.

- Location where material will be distributed.
- The grade(s) of students to whom the distribution is intended.

Within 24 hours of submission, the principal (or designee) will render a decision. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

DRESS CODE/APPAREL EXPECTATIONS

Dress code /apparel expectations

Lee's Summit R-7 recognizes the value of allowing individual student self-expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to student learning.

No procedure will impose dress and grooming rules based on gender in violation of Title IX or discriminate based upon race, color, religion, sex, national origin, ancestry, disability or age. All dress code procedures will adhere to health and safety codes and comply with applicable law.

Enforcement of the dress code will consider the usual habits of the students, which aid in developing each student's fullest potential as a unique human being in a positive, inclusive learning environment. Extremes in wearing apparel or personal appearance that disrupts the learning process or interferes with the intended function of the school will not be acceptable.

Clothing and accessories must be:

- clean and in good repair
- free from display or advertisement of any alcohol, drugs, tobacco, weapons, violence, sexual innuendo, gambling or reference to gang affiliation.
- free from depictions or illustrations that demean or negatively represent any gender, race, color, ethnicity, religion, national origin, disability, sexual orientation, gender identity or gender expression.

Examples of school dress that are NOT PERMISSIBLE include:

- Backless, bare midriff, spaghetti strap garments, half shirts, halter-tops, ripped or torn clothing which promotes inappropriate exposure, sunglasses, mesh tops, tube tops, or underwear worn as outer garments. Short dresses, short skirts, short shorts or cut-off shorts worn in such a manner as to promote inappropriate exposure.
- Any item which presents a safety issue (chains, spikes, dangerous jewelry, safety pins, etc.).
- Pants, shorts and skirts must sit neatly at the waist, without sagging or showing underwear.
- Shoes or sandals should cover the foot to allow students to walk safely.
- As a matter of accepted practice and courtesy, hats are not to be worn in the hallways and classrooms. This includes stocking caps, scarves, bandanas, sweatbands and other headwear.

- Hats and long coats must be stored in lockers prior to the start of school.

The school may restrict any student from attending classes or school activities when that student's dress, general appearance, and/or conduct creates safety, health, or discipline problems. All policy violations will be dealt with on a case by case basis and may involve a parent and/or school counselor.

ELECTRONIC DEVICE POLICY

The possession and use of Electronic Devices (E-Devices) is a privilege, not a right. The school may revoke the privilege of possessing and using E-Devices at anytime at its sole discretion. E-Devices include devices used to communicate, receive, send, store, record or listen to voice, text, digital, audio, video, photo, electronic or internet/cyberspace data, images and/or information which shall include, but not be limited to, pagers, cellular phones, iPods, Personal Digital Assistants (PDAs), MP3 players, laptops, portable music players, CD players, game players, cameras, video cameras, GPS, etc. The school is not responsible for lost or stolen E-Devices or any damage to the E-Device, its programs or its contents.

E-Devices may be carried by the students during the school day, but must be carried in an off or silent mode. E-Devices shall not be used to connect to district electronic equipment or district electronic networks at anytime. E-Devices may be used as follows:

1. E-Devices may be used, viewed or listened to by students before or after school, during passing periods or between classes, and during the student's assigned lunch period in the commons only at the table areas, but doing so shall be in violation of this policy if it results in a disruption to the educational environment or any school activity or impairs the morale or good conduct of other students.
2. Students may use E-devices for listening purposes in the classroom at teacher discretion, however, any other use will be prohibited in the classroom.

No camera or video-capable electronic device may be used in the locker rooms or restrooms at any time. Students violating the E-Device policy may subject their electronic device to the possibility of confiscation and search by administration in accordance with the law.

To comply with a request by the Lee's Summit Police Department, absolutely ALL cellular phones, pagers, and any two-way communication devices MUST be turned off when an emergency lock-down, fire or tornado situation is announced.

Publishing or sharing images or recordings of inappropriate conduct (i.e. fighting, harassment) taken in the school environment is not acceptable and subject to disciplinary action up to 10 days OSS.

FORGERY

Forgery of passes or any other item is against the law. Forgery of another's name on any item will result in disciplinary consequences and possible referral to the School Police Resource Officer.

GAMBLING/WAGERING

Gambling/wagering is prohibited on school property. Gambling is defined as betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to,

betting on outcomes of activities, assignments, contests and games. Disciplinary consequences will result from gambling/wagering on school property.

Publishing or sharing images or recordings of inappropriate conduct (i.e. fighting, harassment) taken in the school environment is not acceptable and subject to disciplinary action up to 10 days OSS.

Teachers will expect students to:

- Bring their chrome book to class daily.
 - Record assignments and due dates in their calendar.
- In an effort to make the best of school opportunities, teachers will also help with time management and academic progress by providing advice about handbook use.

INAPPROPRIATE MATERIAL

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. Violation of this standard may result in up to ten days suspension with a referral to the superintendent for the possibility of up to 180 days suspension.

OFFICE CONDUCT

Any student in the office for disciplinary reasons is to sit quietly until approached by an administrator or secretary. Failure to behave in a mature fashion while in the office will result in additional disciplinary action.

PUBLIC DISPLAY OF AFFECTION

Displays of affection are not appropriate at school. This includes during the school day as well as at after-school activities.

STUDENT IDENTIFICATION CARD

The school issues a picture ID card to each student for security, identification, library checkout, and activity purposes.

- The picture ID is required to be in the student’s possession at all times during the regular school day and at all school sponsored activities.
- Students will be expected to produce it for an employee when requested.
- If lost, the student must purchase a new card for \$10.

CLASSROOM RESPONSIBILITY FOR STUDENTS

Students are responsible to be in regular attendance, to be in the right place at the right time, to be prepared (books, chrome book, assignments, supplies, etc.), and to have positive intentions supported by genuine effort.

AFJROTC UNIFORM POLICY

Students should be self-motivated to wear their uniform properly. Wearing the uniform on designated, weekly uniform days is a course requirement. Each student must wear the uniform all

day during the minimum designated number of assigned uniform days in order to successfully complete course requirements and receive a passing grade.

CLASSROOM PREPARATION

Students are expected to have all materials necessary to participate in class daily. The following will occur if the student is not prepared to participate:

- 1st Offense—Verbal Warning
- 2nd Offense—Teacher Commitment Conference
- 3rd Offense—25 minute detention with teacher and parent contact from the teacher
- Subsequent Offenses—Office referral, parent contact and detention assignment.

COMPUTER LAB

Students are to report **ANY** irregularity with the computer or related equipment immediately to the supervisor in the lab. The student will be held accountable for any unreported situation, problem, or violation at the computer station.

DRESS POLICY – PHYSICAL EDUCATION

Students who are enrolled in physical education are required to wear appropriate gym clothes. The school does not provide or sell gym clothing or towels.

The following process will be followed for failure to dress-out:

- 1st Warning and Commitment Conference
- 2nd 25 Minute After School Detention and Teacher Contacts Parent
- 3rd 1-Hour After School Detention assigned by Administrator
- 4th Two 1-Hour After School Detentions
- 5th 4-Hour Detention
- 6th Two 4-Hour Detentions
- 7th Course Failure

FIELD TRIPS

Educational field trips often enhance the program of instruction. Field trips planned by faculty and staff will be with an educational purpose, and in regard to a unit of study. Students participating in field trips must follow the following policies and procedures:

- Any student leaving with the group on a trip or excursion must also return with the group, unless prior arrangements have been made with a parent for the parent to transport their student.
- All participants in any district sponsored field trip or excursion must sign a statement agreeing to follow all applicable district policies, administrative procedures, school rules, and the rules of any sponsoring or host organization.
- In the event that district participation in a field trip, excursion or other off-campus school-sponsored activity is canceled, participation by district students is not authorized or sanctioned in any way by the district, contrary to district policy, is at the sole risk of the student, and may jeopardize such student's eligibility to engage in further participation in the activity.

FOOD OR DRINK IN THE CLASSROOM OR HALLWAY AREAS

Eating and drinking in class is a distraction from the learning process and causes additional cleaning expense and wear on the facility.

- No food or drink is to be sold or consumed in the classroom or in the hallway.
- No food or drink is allowed in carpeted areas, in any classroom, or in the hallway.
- The purchase of snacks and drinks should be planned accordingly.

MAKE-UP WORK

- Make-up work for all absences is the responsibility of the student. Students are to make arrangements with their teachers for work missed upon return to school. **One class day for make-up will be allowed for each class day absent.**
- For extended absences, a parent can call the office before 9:00 a.m. on the second day and pick up homework after 3:00 p.m. the next school day. Make-up work requests need to be picked up as arranged; unclaimed work will be promptly returned to teachers.
- For unexcused absences, students have the opportunity to make up missed work; however, at the end of the grading period, the student's cumulative grade will be reduced one percent for each day of unexcused absence.
- Exceptions may be made for long-term assignments and/or dual-credit (college credit) courses.
- Cumulative absences of ten (10) days or more during a semester could result in reduction or loss of credit.

NETWORK ACCESS

All students have a user ID and password that gives them access to the computer network and a home directory on the "H" drive. Students are responsible for following the Network Acceptable Use Policy.

Lee's Summit R-7 School District Network Acceptable Use Policy (AUP)

The purpose of the Lee's Summit R-7 District's (hereafter referred to as the District) network, including Internet access and other technological resources is to support and enhance communication, learning, and teaching. Acceptable uses of the network are activities that promote the District's goals and objectives and advance the mission of the District.

Technology Responsibilities

- The district's technology resources exist for the purpose of maximizing the educational opportunities and achievement of district students.
- Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all student users granted access to district's technology resources. Development of students' personal responsibility is itself an expected benefit of the district technology program.
- The district technology resources may be used only by authorized students and is a privilege, not a right. No student will be given an ID, password or other access to district technology if he or she is considered a security risk.

- By entering the district-provided login and password to the system, a person becomes an authorized user and agrees to follow the district policies and procedures. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.
- In addition, students must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving the district's technology. A user ID with e-mail access, if granted, is provided only on the condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.
- All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Acceptable Technology Use Rules (AUR)

- All users of the District's technology resources will follow the following rules and responsibilities:
- Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- Students will be held accountable to the Lee's Summit R-7 procedures and policies as published in the student handbook and board policy manual.
- Students with school assignments have priority over students who do not. Students may not use a computer without staff supervision.
- Deleting, examining, copying or modifying of files and/or data belonging to other users without their prior consent is prohibited.
- Mass consumption of technology resources that inhibits use by others is prohibited.
- Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- Users who subscribe to online services that charge fees are solely responsible for all charges incurred.
- Users are required to obey all laws, local, state, federal and/or international, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
- Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they

will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

- Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
- Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- District software may not be copied or loaded on a computer not owned by the district unless permitted by the district's license and approved by the district. All users will use the district's property as it was intended. Technology or technology hardware will not be moved or relocated without permission from an administrator. All users are held accountable for any damage they cause to district technology resources. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Violations of Network Acceptable Use Policy (AUP)

Students violating any of the above listed AUP expectations and students who play computer games, attempt to access private e-mail servers, or download or visit inappropriate sites or chat rooms should expect the following consequences:

- Immediate lock-down of student's account
- Discipline referral to office

Disciplinary consequences include but are not limited to detentions and suspensions depending upon the situation. Because of the changing nature of technology, staff members will determine whether students are in violation of the AUP.

RESTROOM ACCESS

A student may use the restrooms before and after school and between class periods.

- Everyone using the restrooms is expected to keep them clean. No loitering is permitted.
- **If a student is feeling ill, he/she should report to the health room immediately.**
- Students must NOT remain in the restroom.

RECORDING OF CLASSES

Creating a video or audio recording in the school setting is prohibited unless being done so for specific curricular reasons as determined by school officials.

SCHEDULE CHANGE POLICY

Before the first meeting of a class, schedule changes will not be made unless one of the following criteria is met:

- The student does not meet the prerequisite shown in the course description.
- The student is approved to participate in a work program or to enroll in courses at some other school/college.

- Administrative reasons based on error, class imbalance, course additions, hour changes, vocational school schedule, graduation requirements, clerical assistant, etc.

After the semester begins, schedule changes will not be made unless one of the following criteria is met:

- **Student does not meet the prerequisites as shown in the course description.**
- **Student class placement is inappropriate for ability level.**
- **Student is approved to participate in a work program or to enroll in courses at some other school/college.**
- **Administrative reasons based on error, class imbalance, course additions, hour changes, vocational school schedule or graduation requirements.**

If the student does not meet one of the criteria above and drops a class after the 10th school day of the semester, an “F” will be recorded on the transcript and included in the student’s GPA calculation.

Students who change out of a year-long class at the end of the first semester must meet the following guidelines:

- The teacher, parent and administrator must confer and agree.
- Any student wishing to withdraw from an IB class must meet with the IB Coordinator, counselor, course instructor, and his/her parent and complete “Request to Drop/Change IB Course” form, and submit form to counselor.
- Students who plan to drop an IB course during the testing year must arrange to do so before November 1st to avoid exam fees.
- Student must get “Changing a Year-Long Class at Semester” form from his/her counselor.
- The parent, teacher and administrator must sign the “Changing a Year-Long Class at Semester” form.
- Student must make an appointment with his/her counselor to make the change.
- A teacher may request that a student be removed from the year-long class at the end of the first semester based on a conference between a teacher and parent concerning a student’s academic or behavioral difficulties under the following guidelines:
 - Both the parent and teacher must agree to place the student in another class.
 - If both parties are not in agreement, an administrator will review the situation.
 - If a change is made to another section or subject in the department, the sending teacher is responsible for giving the student’s grade (at the time of transfer) to the new teacher.

Change of Teacher

- The teacher and parent must confer about the problem.
- After working on the problem for at least two weeks, the teacher and the student must decide if they can work together.
- The student and parent must request a teacher change.
- There must be a meeting with the student, teacher, parent, counselor, and assistant principal to discuss the problem.
- If a decision is reached to make a change, the student will be placed into a section with available capacity.

DISCIPLINE POLICIES

The law provides teachers with considerable authority over the control and education of the child, once the parent sends his or her child to the public schools.

- **The authority of the teacher is given by law and is not delegated by the parent.**
- **Authority is granted to the teacher by the state as an essential part of teaching responsibility.**
- **The teacher stands in place of the parent when the child is under the teacher's supervision and care.**

COMMON SENSE STATEMENT

No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the district's and school's missions will not be acceptable. If the action creates an environment in which learning is not the primary focus, disciplinary action will result. Students are expected to use "common sense" in making decisions about their behavior choices. Discipline is progressive based on the number of infractions.

DETENTION PERIODS

If a student is scheduled by a member of the high school staff to report for detention before or after school, he/she must report to that teacher at the prearranged time within three days. If the detention cannot be arranged with the teacher, he/she must make arrangements with administration.

- Failure to serve a teacher detention will result in assignment of a one-hour detention.
- Failure to serve a one-hour detention will result in assignment of a two-hour detention.
- Failure to serve a two-hour detention will result in assignment of a four-hour Detention.
- Failure to serve a four-hour detention will result in three days of In-School Suspension (ISS).
- Missing three four-hour detentions will result in the student being placed on disciplinary probation.
- Students are allowed to reschedule one one-hour detention and one four-hour detention per semester. An administrator must approve all others.

DRUGS AND ALCOHOL

- Any student in possession of, buying, under the influence of, or using a controlled substance, illegal drugs, drug paraphernalia, alcohol, mood altering chemicals or non-prescription drugs, or any student who represents any substance as one of the above, will be suspended up to ten days with a referral to the Superintendent, which could result in a suspension of up to 180 days.
- A second drug offense during a student's high school career will result in an automatic ten-day suspension and referral to the Superintendent for long-term suspension or expulsion.
- The verbal or written negotiation or agreement to sell or transfer intoxicants, alcohol, and/or physical or mind-altering chemicals (illegal drugs) or any substance a student represents as a controlled substance on a school property or at school-sponsored activities will result in up to ten-day suspension and a referral to the superintendent, which could result in a suspension of up to 180 days or expulsion.

- Over-the-counter medications are only permitted in the original bottle, taken according to package directions, and registered in the healthroom.
- As provided in Missouri law, possession of prescription medication on school property without a valid prescription for the medication is unlawful. Any person less than 21 years of age who violates this provision is guilty of a class “C” misdemeanor for a first offense and a class “B” misdemeanor for any second or subsequent offense.
- Also, Missouri law states that distribution of prescription medication on school property to any individual who does not have a valid prescription for such medication is unlawful. Any person less than 21 years of age who violates this provision is guilty of a class “B” misdemeanor for a first offense and a class “A” misdemeanor for any second or subsequent offense.
- School discipline shall be imposed independent of court action. Local law enforcement agencies will be contacted in accordance with Safe Schools Act guidelines. Consistent with the community’s expectation that school officials sustain a safe school environment, the Lee’s Summit Schools will cooperate with appropriate law enforcement agencies in conducting periodic, unannounced searches requiring the utilization of canine units.

HABITUALLY DISRUPTIVE STUDENTS

Students classified, as “Habitually Disruptive,” will be placed on Disciplinary Probation. The habitually disruptive student in the secondary schools of the Lee’s Summit R-VII district:

- Negatively affects the learning environment for themselves and others;
- Detracts from a safe school environment;
- Has repeated student administration referrals because of chronic behaviors;
- Is non-responsive to traditional progressive disciplinary measures;
- Does not change behaviors, even after systematic alternative interventions.

INAPPROPRIATE AND PROFANE LANGUAGE

Inappropriate language of any nature, including racial and sexual comments, is not acceptable in the school environment.

- A slip or outburst will result in a minimum of 4 hour detention to suspension.
- Profanity or obscene language directed at a student or staff member will result in a three to ten-day suspension.

PERSONAL PROPERTY

- Personal belongings of the student are the sole responsibility of the student.
- The school and the R-7 School District are not responsible for reimbursement for the loss of personal items.
- Responsible use of all lockers and personal property, appropriate to the school environment, minimizes the risk of loss.
- Students should not bring large sums of money or expensive electronic devices to school.

SEXUAL ACTS

Acts of sex or simulated acts of sex are prohibited on school district property or at school district events. Violation of this standard will result in up to ten days suspension with a referral to the superintendent for the possibility of up to 180 days suspension.

SUSPENSION RULES

The following is a summary of Board of Education policy JGD regarding the suspension of students.

Authority of Principals

Principals are charged with the basic responsibility for development of regulations regarding student conduct, dress, and appearance as may be needed to maintain proper decorum in schools under their supervision and shall have the authority to suspend pupils from school in accordance with regulations and guidelines established by the Board of Education.

Suspension or Expulsion

The authority of the Principal, Superintendent of Schools, and Board of Education to suspend or expel students, as provided for in sections 167.161 and 167.171, Revised Statutes of Missouri, shall be exercised only in conformity with the provisions of said statutes and of the rules of the Board governing method and procedure, specification of charges, right of appeal, right to counsel, and of hearing.

Student behavior shall not be prejudicial to the learning process, the good order and discipline of the school, or tend to impair the morale or good conduct of the school.

Students placed on suspension will receive a one-percent reduction from the cumulative grade for each hour assigned per day of suspension. However, the first five (5) days of ISS or the first five (5) days of OSS do not carry a one-percent reduction from the cumulative grade per school year. Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

For any suspension ten days or less, the superintendent's or designee's review and determination shall be final.

DISCIPLINARY PROBATION

A student can be placed on disciplinary probation as a result of:

- Repeated referrals based on chronic misconduct and neglect.
- Chronic behaviors that have resulted in loss of academic credit.
- Re-entering school after becoming void of contract at Summit Ridge Academy.
- Returning to school following a voluntary drop from school.

A student/parent/administrator conference will be held to notify the student and parents of the consequences of the probation that requires suspension for subsequent discipline infractions. For any offense that would result in suspension. The following progressive steps will be utilized:

- The first incident will result in a minimum three-day out of school suspension;
- the second incident will result in a minimum five-day out of school suspension;

- the third incident will result in a ten-day out of school suspension and a referral to the Superintendent for long-term suspension.

THEFT

Acts of theft are an attack upon the entire school community. For acts of theft, students will be suspended for a three to ten day period. Restitution will also be required.

TOBACCO, TOBACCO PRODUCTS, AND IMITATION PRODUCTS

The high school will not tolerate a student's possession or use of tobacco at school or at school activities. Use of smokeless tobacco and or e-cigarettes will carry the same penalties as smoking violations.

- A student found carrying or storing any tobacco product on school grounds will result in a minimum of 4 hour detention.
- A student found using tobacco products and or imitation products may result in up to 3-10 days suspension.
- Possession and or use of tobacco will result in a referral to Lee's Summit Police Department.

VANDALISM (CARE OF THE BUILDING)

Students are responsible for keeping the building in excellent condition at all times. Any destruction of property or vandalism, including writing on walls and furniture, is in violation of state laws and is considered a misdemeanor (MO166.040).

Violation of the statute could result in a suspension from school. Students will be held responsible for the cost of repairs. The school and school facilities belong to the students and parents. The condition of the building reflects the students' self-respect.

GRADUATION INFORMATION

COMMUNITY SERVICE REQUIREMENTS

The service-learning requirement is based on our goal to prepare young adults to become active and productive citizens. People learn by doing, and community service is one means of educating students to be good citizens. The service hours have proven to be beneficial in enhancing students' self-esteem while increasing growth in social awareness and social commitment.

- Community service is volunteer work for which no other credit or monetary compensation is received.
- Ten hours of community service is a requirement for graduation from high school. A student will not participate in graduation ceremonies or receive a diploma who has not performed the ten hours of community service.
- The required community service for graduation is to be completed by the end of the student's junior year.

Community Service General Guidelines

Students are responsible for making the necessary contacts to schedule service hours. A list of projects is posted on the Habits of the Heart bulletin board and the school website.

- All projects that are not posted must be pre-approved by the Community Service Learning Coordinator. **There is no obligation to accept projects that have not been pre-approved.**
- A supervisor present at the project location must sign community service cards. All information on cards must be complete. Cards will not be accepted with a parent's signature as the supervisor.
- All community service cards must be turned in to the Community Service Learning Coordinator.
- New students who enroll the second semester of their senior year must complete five hours of service if enrolled before the last six weeks of school.
- Projects may be performed in Lee's Summit or outside the city since the community extends to the world.
- Check with the A+ Program and IB Coordinators about specific community service program requirements.

EARLY GRADUATION

Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is dependent. The student will receive a diploma if the student has met the Lee's Summit R-7 School District's graduation requirements.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumnus for all other activities.

GRADUATION REQUIREMENTS

Graduation requirements shall be a minimum of twenty-six units of credit. In addition to the program of study for graduation, a student shall pass proficiency exams concerning the Missouri and the United States Constitutions, complete ten hours of approved community service, and meet all District disciplinary and financial obligations to qualify for graduation from the District. Additional graduation requirements may be established to meet specific programs of study.

All students shall be required to attend eight semesters in grades nine and above, except those students who complete the required high school courses with required units of credit in seven semesters of attendance.

CORRESPONDENCE COURSES

Students interested in taking correspondence courses should see their counselor. A maximum of four courses (two units of credit) of correspondence work will be accepted toward graduation.

COLLEGE PREPARATORY CERTIFICATE

The District shall participate in the College Preparatory Studies Certificate Program sponsored by the Missouri State Department of Elementary and Secondary Education.

GRADUATION—REQUIRED CREDITS

High School Academic Graduation Requirements

Curriculum Area	
Communication Skills	4 Units Must include 1 unit in a core English class for each grade 9-12.
Social Studies	3 Units (Must include 1 unit each Am. Hist. and World Hist.; .5 unit each Am. Govt. and Modern Global Issues)
Mathematics	3 Units Must include 1 unit Algebra I and one unit Geometry or Alg/Geom I, Alg/Geom II, and Alg/Geom III
Science	3 Units Must include 1 unit Biology or Adv. Studies Biology I and 1 unit Advanced Studies Chem., Chem I or ICP
Fine Arts	1 Unit
Practical Arts	1 Unit
Physical Education	1 Unit (Must include .5 unit of Foundations of Fitness)
General Electives	9 Units
Health	.5 Unit
Personal Finance	.5 Unit
Totals	26 Units

SCHOOL SAFETY

Student safety and wellness is of paramount importance at Lee’s Summit North High School. The staff has been trained in safety crisis management, and the District and building have an established crisis management plan. In addition, LSNHS employs a School Resource Officer and a Campus Supervisor. **Any concerns with safety should be reported immediately to an administrator, counselor, or school resource officer.**

Missouri “Safe Schools” Act

In accordance with Missouri House Bills 1301 and 1298, the “Safe School” legislation provides the following safeguards for the local school district. The act establishes the crime of “assault while on school property” if the person:

- Knowingly causes physical injury to another person;
- With criminal negligence, causes physical injury to another person by means of a deadly weapon;
- Recklessly engages in conduct which creates a grave risk or serious physical injury to another person, and the act occurred on school or school district property, or in a vehicle

at the time of service to the district, or arose as part of a school district sponsored activity. Assault while on school property is a class D felony.

Additionally, school administrators are required to report crimes to the proper authorities. When a pupil allegedly commits a crime, the incident must immediately be reported to the police and the school superintendent.

The school board is authorized to immediately **remove through suspension or expulsion** a pupil upon finding by a principal, superintendent, or the board that such pupil poses a threat of harm to self or others, based upon the child's prior conduct.

No school board is permitted to readmit or enroll a pupil who has been suspended or expelled for having committed certain felonies.

School officials have a duty to maintain a proper educational environment that is conducive to learning.

Consistent with the community's expectation that school officials sustain a safe school environment, the Lee's Summit R-7 schools will cooperate with the appropriate law enforcement agencies conducting periodic, unannounced searches of lockers and vehicles.

ASSAULT (VERBAL OR PHYSICAL/CONFRONTATION)

Threats, swearing, acts of intimidation, bullying or physical assault will not be tolerated. Students involved in such actions may be subject to a 10-day suspension with a possible disciplinary referral to the superintendent. Local law enforcement agencies will be contacted in accordance with Safe Schools Law guidelines.

BULLYING

In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

CYBERBULLYING

A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.(JFCF & JFCG wording upon BOE approval).

CONCEAL AND CARRY FIREARMS LEGISLATION

Anyone carrying a firearm, including individuals with a conceal and carry permit, will not be allowed on any elementary or secondary school property without the consent of a school official or the district school board. This includes possession of a firearm in a vehicle on the premises of an elementary or secondary facility.

DISASTER AND FIRE ALERTS

General Student and Staff Instructions for Building Evacuation

- Leave everything on or under desk in classrooms except purses and other valuable items.
- Remain seated until dismissed by teacher one row at a time.
- Leave the classroom and building in single file.
- Maintain silence. No talking or visiting during any type of emergency movement. This will make it possible for staff and leaders to give verbal instructions if needed.
- NEVER RUN—move rapidly, but do not run, push or shove.
- Take grade books for roll check.
- Leave the classroom door unlocked but closed.
- Assemble in the designated areas and remain together as a class.
- Remain in the assembly area until called to return to the building, and then return directly to the assigned classroom. Stopping at restrooms, water fountains, etc., is not permitted.

In addition to the above directives:

- Each teacher shall post emergency procedures in the room.
- Each teacher will appoint and train student leaders in each class.
- Each classroom will have a diagram of the evacuation route for fire and tornado emergencies. Students should follow the directions given by the staff and administration, moving quickly and quietly to the assigned areas.
- Every student and staff member must recognize the safety factor and seriousness of these drills and situations. Failure to act at the proper moment could mean the difference between life and death. Cooperation and mature action is needed at all times.

Consequences for Unauthorized Fire Alarm Activation

In the event that no emergency exists, persons activating or in any manner tampering with the fire alarm system will receive maximum disciplinary consequences. This includes 10 days of suspension and a disciplinary hearing referral to the superintendent, plus referral to the Lee's Summit Fire Marshall.

FIGHTING

Students who fight will be suspended for up to ten school days and a possible referral to the superintendent for long-term suspension and will not be allowed to return until a student-parent-administrator conference is held. Fighting or peace disturbance may result in arrest or a peace citation for assault and/or peace disturbance.

FIRE ALARMS/FIRE EXTINGUISHERS

Fire alarms are designed to enhance the safety and welfare of teachers and students. Persons activating or in any manner tampering with fire alarms will receive ten days of suspension, a disciplinary hearing referral to the superintendent, and a referral to the Lee's Summit Fire Marshall. Persons involved in any way with removing or tampering with a fire extinguisher may be suspended for up to ten days.

GANG RELATED BEHAVIORS

The displaying of currently recognizable gang-related graffiti, publications, clothing, jewelry, written or oral expressions, hand signaling, and body posturing may result in disciplinary action.

HARASSMENT

Harassment of any form whether verbal or physical, against another person based on age, sexual orientation, color, creed, disability, gender, marital status, national origins, race or religion is prohibited and will subject a student to disciplinary action.

Any act of racial harassment is prohibited. Racial harassment is defined as inappropriate or unwelcome language or behavior, including, but not limited to demeaning an individual (put downs, teasing, insults), or creating an intimidating, hostile or offensive environment.

Any act of sexual harassment is prohibited. Sexual harassment is defined as inappropriate or unwelcome behavior or verbal, written or symbolic language which creates a hostile environment, including sexual threats, sexual proposals, sexually suggestive language and/or gestures and unwanted physical contact based on gender or of a sexual nature. Students are not to engage in: sexual jokes or gestures (verbal or written), sexual or racial slurs; sexual or racial threats; sexual or racial pictures and drawing; requests for sexual favors or other unwelcome sexual advances.

Any act of harassment should immediately be reported to an administrator or other staff member. Students involved will be subject to disciplinary action consistent with R-7 Board policy.

INCENDIARY/COMBUSTIBLE DEVICES (FIREWORKS)

The possession or use of any fireworks or similar material will result in a suspension of up to ten days.

The possession or use of lighters, matches, or other flammable products may result in suspension of up to ten days with a possible referral for long-term suspension.

LASER LIGHTS

Serious injuries have resulted from inappropriate and irresponsible use of laser lights. These lights are not to be brought to school. Students found in possession of a laser light may face disciplinary action.

PHYSICALLY DISRUPTIVE BEHAVIOR

Any student, who engages in pushing, shoving, or any physically disruptive behavior will be sent to the office for disciplinary consequences. This applies whether or not any physical injury results.

SCHOOL VISITORS

- Parents may visit classes under specific circumstances as determined by and with prior administrative notification.
- All other visits (except parents) will not be permitted unless approved by school administration.
- Anyone other than enrolled students must report to the office immediately upon entering the building.
- Visitors must sign in and receive a “Visitor” badge to be worn while in the building.
- The district discourages parents/guardians or others from using district property or events as places for visiting students and may refuse the use of district property for that purpose.

WEAPONS

Weapons, including guns, knives, mace, or any items designed to inflict injury to others, are prohibited on school grounds.

- Violation of this policy will result in suspension and referral to the Superintendent.
- Look-alike weapons are to be held to the same standards.
- Water guns or water dispensing devices are prohibited.

SCHOOL SERVICES

ACCIDENT INSURANCE AVAILABILITY

The R-7 School District does not have accident insurance on students in the school district. The cost of providing this insurance would be prohibitive.

With this in mind, as a supplement to the family’s own health insurance, the Board of Education is making available a nominally priced student accident insurance plan. This plan has been offered in the R-7 School District for a number of years and is a contract between the family and the insurance company.

CAMPUS ACCESS (AFTER SCHOOL)

The school does not provide general supervision of students after 3 p.m. As a result, students who do not ride the bus home must make arrangements to leave campus by 3 p.m. Students on campus after 3 p.m. must be under the direct supervision of a staff member. Disciplinary consequences may result for students found on campus unsupervised after 3 p.m.

FINES

Students may receive fines for but not limited to the following:

Library – overdue, damaged, lost, stolen materials

Textbooks – lost, stolen, damages to textbooks

Classroom materials and school property

Athletics – uniforms, equipment, trainer supplies

Extracurricular – fundraising monies, uniforms, other fees

Cafeteria – food services charges and expenses.

All fines must be cleared by the end of the school year in which they incurred. A student may be prohibited from attending activities including Prom and/or receiving tickets to the school's graduation exercises.

GUIDANCE AND COUNSELING SERVICES

Guidance and counseling is an integral part of Lee's Summit North High School's total educational program. The Missouri Comprehensive Guidance Plan is followed as a model for implementing this program.

The components of this Plan include:

- Guidance Curriculum (*curriculum geared toward career planning exploration, knowledge of self and others, and educational vocational development*)
- Individual Planning (*activities that help students plan, monitor, and manage their own learning, personal, and career development*)
- Responsive Services (*activities to meet immediate student needs with counseling, consultation, referral, or information*)
- Support Services (*management activities that establish, maintain, and enhance the total guidance program*).

The student-counselor relationship at LSNHS is one in which a student has freedom to express ideas and feelings in order to gain a more meaningful understanding of self and environment. LSNHS counselors are available to assist students and parents in seeking information and examining alternate possibilities in a variety of situations.

In an effort to provide ready communication with students and parents, the guidance department publishes the weekly *Bronco Connection*, a guidance bulletin. Included in this publication are significant test dates, career exploration opportunities, college representative visits, scholarship opportunities, and other relevant information. This information can also be found on our website at <http://lsnhs.leesummit.k12.mo.us/guidanceln/default.htm>.

LSNHS guidance offices are open by appointment during June and August. During the school year counselors are available from 7:10 a.m. to 3:00 p.m.

Student appointments may be made before school, between classes, and after school. In some instances, students may be scheduled during the regular class time. Appointments are highly recommended. Students or parents may call the guidance office if they have any questions or to schedule an appointment at 986-3003.

Guidance and Counseling Staff

Students with last names beginning with the following alphabet see the corresponding counselor:

A-C	Rebecca Steele	Mi-Sh	Laura Hillbrand
D – He	Robin Gray	Si-Z	Shelley McCain
Hi-Me	Paige Murray	Social Worker:	Tina Faulkner
Secretaries	Jessica Keltner & Valerie Meuschke	Registrar	Karla Barnhill

HEALTH SERVICES

Health room

The school maintains a safe and healthy environment. A health clerk, trained in CPR and

first aid, works under the supervision of the R-7 registered professional nurses. First aid care will be administered to sick and injured students. In the case of serious illness or accidents, parents will be notified immediately.

- Students who become ill at school should report to the health room with a pass from the current hour's teacher. Any student leaving school early because of illness should check out through the health room.
- Student use of personal cell phones to contact parents during the school day regarding personal illness is discouraged.
- Students will not be allowed to go to vehicles to get medication or go home for medication without permission from an administrator.
- Student's prescription medication(s) that are needed during the school day should not be

kept in vehicles. (*See prescription medication section.)

*[Any medical documentation, including activity restrictions and releases, **MUST** be filed with the health room. Any activity restrictions should include the physician's contact information and an end date.]

Communicable Disease Guidelines

It is very important that we prevent the spread of communicable disease. According to Missouri Statute 167.191 RSMO, the following guidelines should be followed:

- Students should be fever free without the use of fever reducing medicine for 24 hours before returning to school.
- Students should be free of continuous coughing.
- Students should remain at home until 24 hours after the last episode of vomiting or diarrhea.
- Students should remain at home for 24 hours after taking the first dose of antibiotic for an infection.
- Parents are encouraged to report communicable illness when calling students in ill to the health room staff.
- Students may be excluded from school if one or more of the following exists: Diarrhea, fever of 100 degrees or greater, nursing recommendation based upon physical condition, or unvaccinated students in times of disease outbreaks. *Missouri Statute 167.191*

Required Immunization of Students

(Reference Board Policy JHCB)

- All immunizations must be up-to-date before any student will be permitted to enroll, pick up a schedule, or attend school.
- It shall be the duty of the parents or guardians of every student entering the school district to furnish the school satisfactory evidence of immunization or exemption from immunization against disease as mandated by Missouri law (Section 167.181.1).
- Satisfactory evidence of immunization shall be a statement, certificate of record from a physician or other recognized health facility, or appropriate personnel stating that the required immunizations have been given to the student and verifying the type of vaccine and the day, month, and year of administration. Sports physicals are not acceptable documentation as a current immunization record.
- Medical Exemption - A student shall be exempted from the immunization requirements upon signed certification by a licensed doctor of medicine (MD), doctor of osteopathy (DO), or his or her designee indicating that either the immunization would seriously endanger the student's health or life or the student has documentation

of disease or laboratory evidence of immunity to the disease. The Department of Health and Senior Services form Imm.P.12 shall be placed on file with the school immunization health record for each student with a medical exemption. This need not be renewed annually.

- **Religious Exemption** - A student shall be exempted from the immunization requirements if a parent or guardian objects in writing to the school administrator that immunization of that student violates his/her religious beliefs. This exemption on Department of Health and Senior Services form Imm.P.11A shall be signed by the parent or guardian and placed on file with the school immunization health record. This need not be renewed annually.
- **Immunizations in Progress** - students may continue to attend school as long as they have started an immunization series and provide satisfactory evidence indicating progress is being accomplished. A Department of Health and Senior Services form Imm.P.14 shall be completed and placed on file with the school immunization health record of each student with immunizations in progress. Failure to meet the next scheduled appointment constitutes noncompliance with the school immunization law and exclusion shall be initiated immediately.

Student Allergy Prevention and Response

Each school will attempt to identify students with allergies, including food allergies. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have. For prevention, prepackaged items used in concessions, fundraisers, and classroom activities must include a list of ingredients and nutritional information on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

Latex Balloons

All Lee's Summit R-7 Schools are a latex-reduced environment. Please check with the school prior to bringing in latex balloons.

Administration of Medications to Students (Reference Board Policy JHCD)

The Lee's Summit R-7 School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Program (IEP). However the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and school administration. In carrying out their legal duty to protect the health, welfare, and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

Medication not within recommended dosage on the package insert of manufacturer's direction shall not be given without consultation/verification by the school nurse with the prescriber, upon which a decision shall be made on the administration of medication. The district should not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Over-the-Counter Medications

High school students may carry and self-administer legal non-prescription medications that have been listed on the STUDENT MEDICAL INFORMATION FORM and signed by the student and parent/guardian. **Over-the-counter medications must be in the original container, taken per label directions, and are not to be shared with other students.**

Prescription Medications

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed. Parents need to bring the medication to the health room according to board policy.

Self-Administered Medications

An authorized prescriber or a student's IEP or 504 team including district nursing staff may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of asthma and anaphylaxis in accordance with this policy and law. The district may allow students to self-administer other medications in accordance with law. The district will not allow any student to self-administer medications unless:

- The medication was prescribed or ordered by the student's physician.
- The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
- The student has demonstrated proper self-administration technique to the school nurse.
- The student's parents have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Emergency Medication

All student-occupied buildings in this district are equipped with pre-filled epinephrine syringes that can be administered in the event of severe allergic reactions that cause anaphylaxis. The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime had occurred.

LIBRARY MEDIA CENTER

(Hours Posted in LMC)

- The library media center is an integral part of the evolving school curriculum--a curriculum designed to stimulate, encourage, and develop the learning of each student. Since each student's learning style is unique, a large collection of print, audio visual, and electronic materials is available in the media center to improve reading, listening, and viewing skills. The materials and services encompass all subject areas, ability levels, and the varied recreational interests of faculty and students.
- Books and magazines form the nucleus for research and recreational reading. Digital media is rapidly providing a new and varied approach to information sources. Electronic information sources including electronic periodical databases, the Internet, and multimedia applications are available to media center patrons. Videos that support the curriculum are available through electronic databases as well as DVD and VHS formats.

Media Center Access/Checking Out Material(s)

- Students need a pass to come to the media center during the day. They must have their school ID to check out materials.
- Students are responsible for signing in and out of the media center.
- Failure to sign the log may result in disciplinary action.

Media Center Equipment

- Any student may use audio-visual equipment in the media center for make-up or research purposes. Machines requiring a specialized knowledge, such as the video editing equipment, will require the student to be instructed in its use by the media center staff before the student may use it.
- Copy machines and printers are available as a way to take home printed copies of information difficult to circulate. The media center contains Windows computers with personal productivity and computer-assisted instruction software. Students have access to the computers before and after school, as well as during the school day.

LOCKERS

- Each student is assigned a hall locker with a built-in combination lock.
- Students must always keep this locker locked.
- Students are not to reveal the combination to any other student. Items of extraordinary value should not be left in lockers or brought to school.
- Students must use only their assigned locker. School lockers and storage lockers are the property of the school district and are provided for the convenience of students, and as such, are subject to periodic inspection without notice.
- Personal locks may not be maintained on lockers.

- Students should report to the office immediately any locker that is not working properly.
- Each physical education student will be issued a combination lock for a physical education locker. The lock must be locked at all times and is to be returned at the end of each semester. **All items of value MUST be locked in the PE locker to be secure.**
- Consistent with the community's expectations that school officials sustain a safe school environment, the Lee's Summit schools will cooperate with local law enforcement agencies in conducting periodic unannounced locker inspections, including canine searches.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where the owner can claim them. Students who have lost items must fill out a form describing the item so that the office can have a record in case the item is turned in.

NUTRITION SERVICES

A well-balanced and nutritional breakfast and lunch program is offered at reasonable prices. Supplementary snacks are also available. Students may purchase food, bring their own food, or use a combination of both plans. Students will be assigned an ID number to facilitate their purchases. Students are not to share this number with anyone. Breakfast is served from 7:00 AM-7:30 AM, and lunch periods run during fifth period.

FREE AND REDUCED-PRICE FOOD SERVICES

School officials will determine student eligibility for free and reduced-price meals, snacks and mil in accordance with state and federal law. Eligible students will be provided meals, snacks and milk either free or at a reduced price if state and federal resources for school food programs are available. The superintendent or designee may establish rules and procedures as needed to accomplish this goal.

The criteria for determining a student's need and the procedures for securing free and reduced-price meals, snacks and milk for the students will be outlined and publicized each year by the district in accordance with law. The criteria and procedures are established at the state and federal level. Applications are made available in the main office.

DISTRICT WELLNESS PROGRAM

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

RETURNED CHECK FEE

The Lee's Summit R-VII School District will charge a \$25 fee on all checks returned to the District as uncollected.

SPECIAL EDUCATION SERVICES

Special Education Services are offered in all areas of exceptionality based on the Individualized Education Plan (IEP) of identified students.

MEDICAID

Annual Notification to Parents

Our School Agency receives funding from the Medicaid Direct Service Claiming (DSC) program for IEP covered services to eligible children through the State's Medicaid agency. This is a state-approved program that allows our School Agency to receive reimbursement from federal funds for providing some health-related covered services to eligible children in our school system. Examples of covered services include speech therapy, assistance with daily living skills, physical therapy, and nursing services. We are required to notify you of our participation and the IDEA regulations stated below.

The School Agency, working with the State Medicaid agency, will need to determine if your child is eligible or should become eligible in the school-based Medicaid program. Your written consent indicates that you understand and agree that the District will submit your child's information to the State Medicaid agency and their authorized agencies to verify eligibility and submit claims for the DSC program. The school may use Medicaid benefits in which a child participates to provide or pay for services documented in the Individualized Education Program (IEP). Parents are not required to sign up for or enroll in Medicaid to receive IEP services or a free appropriate public education, nor are they responsible for any out of pocket expenses for these IEP services. Also, the School Agency's access to these benefits is not allowed if it would have a negative impact on your public insurance.

We will provide the required services to your child at no cost to you whether or not you grant your written consent. Your consent is voluntary and may be revoked at any time. The School Agency's use of this reimbursement program does not in any way affect or impact other Medicaid benefits to which the child is entitled, including any otherwise eligible services out of the school.

TEXTBOOKS, EQUIPMENT, AND MATERIALS

- All high school textbooks, workbooks and instructional materials are issued by the school on a loan basis and are to be returned at the end of the school year in good condition.
- Each student is responsible for everything in his/her locker. It is everyone's responsibility to keep his/her locker locked.
- The service charge for the school year will be \$10. This charge is for Student Senate, Bronco Smart activities, assemblies, Project Graduation, and other school activities.
- Any book, equipment or material loaned to a student will be charged to the student's account at replacement cost if it is not properly returned.
- Students requiring financial assistance in paying of fees or costs should see an administrator.
- Communication Arts students receive a writing handbook to be used throughout their high school years. Students must purchase a new copy if lost.

TUTORING

Tutoring is offered for all students before or after school and during Bronco Time. Students should consult each department's scheduled times. Students may also make other arrangements when needing assistance with coursework based on teacher availability.

VENDING

Use of school vending machines is at your own risk. There are no refunds given.

***STUDENT PRIVILEGES**

Goal: Use positive reinforcement to manage student behavior. Student privileges will improve student achievement and decrease discipline infractions.

Who Receives the Privileges?

- All seniors will earn the Crimson Card privileges at the beginning of their senior year. It is the student's responsibility to keep the privilege by maintaining grades and managing behaviors.
- Seniors may earn the Silver Card with an unweighted, unrounded GPA of 3.5 or higher, 3.8 weighted, unrounded semester GPA or perfect attendance for the current semester AND no discipline infractions during 2nd semester of their 11th grade year.
- Juniors may earn the Crimson Card with an unweighted, unrounded GPA of 3.5 or higher, 3.8 weighted, unrounded semester GPA or perfect attendance for the current semester AND no discipline infractions during 2nd semester of their 10th grade year.

Continuum of Privileges – Revised

We will use the student ID cards to identify levels. Student must possess their ID card to use a privilege. If a student cannot present a card they cannot leave class or gain admission to a sporting event. If a student drops a level either due to grades or disciplinary action, the student will receive a new ID. Cards will be switched immediately for a discipline infraction, otherwise cards will be switched at semester.

Silver Card Member

- Seniors may earn the Silver Card with an unweighted, unrounded GPA of 3.5 or higher, 3.8 weighted, unrounded semester GPA or perfect attendance for the current semester AND no discipline infractions during 2nd semester of their 11th grade year.

Silver Card Privileges

- Free admission to all home sporting events
- Excused from class at beginning of afternoon announcements, at teacher discretion
- May eat outside at the picnic area by events lobby doors
- All Crimson and White Card Privileges

Crimson Card Member

- Senior
- Juniors may earn the Crimson Card with an unweighted, unrounded GPA of 3.5 or higher, 3.8 weighted, unrounded semester GPA or perfect attendance for the current semester AND no discipline infractions during 2nd semester of their 10th grade year.

Crimson Card Privileges

- Free admission to Homecoming and Courtwarming games
- Use card as a hall pass * must have a pass if reporting to guidance, admin or LMC
- All White Card privileges

White Card Member

- Freshmen
- Sophomores
- Juniors with a current semester unweighted GPA below 3.5 AND/OR discipline issues

White Card Privileges

- No restrictions
- Need a pass from teachers to move about the building

Yellow Card Member

- Students on disciplinary probation

Yellow Card Restrictions

- No hall passes out of class
- No admission to extra-curricular activities – games, dances, etc.

Loss of Privileges will be implemented for the following:

- *Grades* – Two Ds or one F on semester grade card will result in a downgrade of privileges until the next semester.
- *Discipline* – Four-hour detention will result in a downgrade for one week for first detention, two weeks for second detention, etc. Suspensions will result in a downgrade of card privileges until next semester.
- When a student is issued an LOP (Loss of Privilege), he/she will be unable to utilize some or all privileges that are available. These privileges include but are not limited to student initiated hall passes and attendance at extracurricular activities.
- Administration will be responsible for maintaining and exchanging cards when a privilege is downgraded. **Students must complete a form to have privileges reinstated when they qualify.**

No Card = Yellow Card

If student ID card is lost, the student must purchase a new card for \$10.

TRANSPORTATION/SCHOOL-PROVIDED AND PRIVATE

AUTOMOBILES/PARKING

Bus transportation is provided free of charge, so students are permitted to park on school premises as a matter of privilege, not of right. Student parking privileges can be revoked.

Student responsibilities when driving to school include:

- Students must have a valid parking permit to park on campus. Students may purchase these for \$25 in the office.
- Parking illegally will result in fines, detentions, suspensions, parking permits revoked, and/or towing of the vehicle. There are no warnings for non-permit vehicles.
- Students must park in the designated marked spots.
- The 15 m.p.h. speed limit and all patterns, rules and regulations must be observed.

- **Parking in a yellow-marked area, fire zone, visitor, teacher, or reserved spot will result in an automatic fine.**
- Parking in a handicapped zone could result in a ticket being issued by the Lee's Summit Police as well as by the school.
- Motorcycles must abide by the automobile regulations.
- **During the school day, students are not permitted to go to their parked cars, be in the parking lots, or drive their cars between classes without the permission from an administrator.**
- Those students riding in automobiles are expected to be in class on time. **Any absence or tardy due to private transportation will be unexcused.**
- **All parking fines are \$20.00.**

Fines and discipline will be assessed for the following parking violations:

- Students with valid parking permits that fail to properly display permits will get two warnings. Any tickets after the first two warnings for not properly displaying the permits will result in fines or discipline.
- Students with valid parking permits that park illegally will be assessed fines without warning. This includes parking in fire lanes, outside parking lanes, in the wrong parking lot, or staff/reserved/handicapped parking.
- Students parking on campus without purchasing a valid parking permit
- Vehicles parked on campus will be subject to a periodic search.
- Unauthorized or duplicated hang tags will result in a \$20 fine, discipline based on forgery, and possible referral to the Lee's Summit Police Department.
- The R-7 School District is not responsible for student vehicles and or vehicle contents while parked on district grounds.
- Students attending Summit Technology Academy, Cass Career Center, or Joe Herndon Area Technical Center are required to adhere to the policies of those schools as well as those of the R-7 District.
- Students are usually not allowed to drive to Vo-Tech School. Violation may result in disciplinary actions, including suspension, removal from the tech school, or loss of credit.

TRANSPORTATION SERVICES

STUDENT TRANSPORTATION SERVICES

The safety of all students riding the bus to and from school is a responsibility we all share. It takes all of us working together to ensure safety: students, parents, bus drivers and school officials. The District has established the student conduct expectations listed below to ensure that all students are transported in the safest environment possible.

Students who fail to observe these expectations will be subject to disciplinary action. Their failure to do so may affect the safety of others. Failure to follow bus expectations and regulations may result in suspension of bus riding privileges as well as school consequences depending on the seriousness of the violation.

If you should have any issues or concerns and need to talk with your child's driver, it is best to call the Transportation Office at (816) 986-2400 to schedule a time. If you need to approach the bus please do not step into the bus but instead signal to the driver you would like to talk and proceed to the driver's side window. For the safety of all bus riders, our drivers are instructed to close the entrance door when approached and direct you to their side window. Keep in mind the bus has other stops and a schedule which limits the driver's available time at individual stops.

Under Missouri Law, unauthorized entrance on a school bus is trespassing. For the safety of the students we transport, the Lee's Summit School District supports this law and has posted warnings on all buses.

For more information please log on to:

<http://www.lsr7.org/schools/bustransportation/>

Safe Riding Expectations and Tips for a Safe School Bus Ride

1. Follow the bus driver's directions.
2. Be at the bus stop 5 minutes before and stay at least 5 minutes after your stop time.
3. Line up in a single line at the side of the road.
4. Sit on your seat, not on your knees or backpack.
5. Speak quietly to each other.
6. Keep hands, feet and other items to yourself on the bus.
7. No food/drinks/gum/candy on the bus.
8. Ensure your student knows the danger zone.
9. The safest stop is the stop with an adult present.

Mobile Electronic Devices

IPads, cell phones and other similar electronic devices are permitted to be used on the school bus as long as the user

follows these expectations:

- Must be in a backpack or other holder while boarding and departing the bus so hands are free to use handrails.
- Sound must be muted or the user must use headphones, ear buds or something similar.
- No material in violation of District policy and procedures.
- Do not share content with other students outside the seat compartment they are in.
- Must not create a distraction for the driver.

The above only applies to the school bus, each building has their own expectations for usage of mobile electronics. Please contact your school for their specific practice.

No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the district's, schools' and transportation department's missions will not be acceptable. If the action creates an environment in which learning, safety, and caring for others is not the primary focus, disciplinary action will result. Students are expected to use "common sense" in making decisions about their behavior choices.

PARKING LOT SAFETY

- Students are not permitted to go to parked cars or be in the parking lots without permission from an administrator.
- Students may not go to parked cars or the parking lots before entering buses to leave campus, or before attending after-school or Four-Hour Detentions.
- Consistent with the community's expectation that school officials sustain a safe school environment, the Lee's Summit schools will cooperate with appropriate law enforcement agencies. The parking lot and all cars parked on campus will be subject to search. **The parking lot WILL BE searched periodically. This may include use of canines for the search.**
- Strict adherence to policies on bus transportation and driving is required.

- Speeding or careless and reckless driving in the parking lot can result in police action along with school discipline. Police can issue tickets for careless and imprudent driving, endangerment of a minor, or other violations. School discipline includes, but is not limited to, detention, suspension, and/or loss of driving privileges.
- Skateboarding, or the use of any type of skates, is not allowed on school property. School discipline will apply to violators.

CONNECT2LEARN – CHROMEBOOK GUIDELINES

QUALIFICATIONS:

A K-12 student who is actively enrolled in any of the schools in the Lee’s Summit R-7 School District qualifies for use of a district-owned Chromebook. All students/parents/guardians will have an opportunity to participate in an orientation session. ***All students/parents/guardians are required to review and sign the Connect2Learn Student/Parent Agreement and submit payment for the associated insurance fee.***

TITLE:

The legal title to the borrowed device belongs to Lee’s Summit R-7 School District and shall at all times remain as such. Your right of possession and use of the borrowed device is limited to and conditioned upon your full and complete compliance with the expectations detailed in the Connect2Learn Student/Parent Handbook and the District’s Technology Usage Policy EHB & EHB-AP1. ***Because the borrowed device is the property of the school district, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on the district-owned device.***

RECEIVING DEVICE:

Students, along with parents/guardians, will be required to sign the Connect2Learn Student/Parent Agreement and remit payment of insurance prior to student’s receipt of a Chromebook. This form will be made available and required annually.

All students new to the district following the initial device distribution phase will also be required to have a signed Connect2Learn Student/Parent Agreement on file, as well as district receipt of insurance payment. Orientation will be available for these students and parents/guardians once a device has been assigned to the student.

RETURNING DEVICE:

Students will turn in their Chromebooks at the end of each school year unless they are enrolled in R7 Summer Learning. Students will also turn in Chromebooks when they transfer to another building in the district, or transfer out of the district. Students who withdraw from the Lee’s Summit R-7 School District must turn in their Chromebook and its accompanying materials on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost (\$374 for non-touchscreen model and \$422 for touchscreen model). Students who refuse to voluntarily turn in their Chromebook or fail to pay the full replacement cost will also be responsible for the payment of all costs, including but not limited to attorney’s fees, incurred by the district to recover the Chromebook or any owed fees.

LOSS, DAMAGE, OR THEFT:

By TAKING possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In a case of complete loss, the

borrower agrees to pay replacement cost. In a case of complete loss or theft occurring at school, the borrower must report the incident to a school administrator and technology department personnel of the appropriate building immediately. A device is deactivated by the district in these cases. In the case of theft occurring away from school, the borrower must report the incident to law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the law enforcement report to the appropriate staff member as soon as it is available. Failing to report theft in the manner described herein will result in the missing property being categorized as lost rather than stolen. In the case of damage to a borrowed device, the user must report the incident to the technology department personnel or the appropriate building staff member within one school day of the occurrence. If negligence is determined in the device damage, the borrower may be assessed repair costs.

TERMS OF AGREEMENT:

A user’s right to use and possess the borrowed property terminates no later than the last day of the school year unless earlier terminated by the District for noncompliance, terminated upon withdrawal from active enrollment in the District, or terminated due to a change in schedule/attendance arrangement.

Student Usage

- Student Chromebooks and associated materials are provided by the Lee’s Summit R-7 School District to students. If used in compliance with all expectations detailed in this handbook and the District’s Technology Usage Policy EHB & EHB-AP1 and then returned without damage as described in the “Repair Costs” section below, no additional fees or financial obligations are issued at the time of return of the borrowed property.

District Costs

- According to the terms of the district’s current lease agreement, the cost for each Chromebook as leased by LSR-7 is \$374 for non-touchscreen model / \$422 for touchscreen model.

MOBILE DEVICE INSURANCE FEE:

All students are required to participate in the mobile device insurance fee program. Students are responsible for protecting the Chromebook from loss or damage, but if an accident or loss does occur, the costs associated with such incidents are outlined in the process below. Students who qualify for free or reduced priced lunches or are otherwise financially stressed are eligible for a reduction of the insurance fee. Parents must complete the Mobile Device Fee Reduction request form in order to be considered for this opportunity. If the device is damaged or destroyed, the student/parent is still responsible for the costs associated as outlined. For families qualifying for the fee reduction, the district will work with the family to determine a payment plan for this amount.

Annual Mobile Device Insurance Fees – collected prior to device deployment and as part of the annual school registration process: Each student will be required to pay an annual \$25 insurance fee. Through a formalized waiver process, families of need will be charged \$12 annually.

REPAIR AND/OR REPLACEMENT COSTS TO THE STUDENT ISSUED DEVICE:

First incident ANNUAL basis:

- No fee for the first incident of accidental damage to device. Repair is made and a notification made to parents/guardian.

- Full price of repair or replacement for an intentionally damaged device and a parent/guardian meeting with administrator required.
- \$150 for lost or stolen device and a parent/guardian meeting with principal required. Devices reported as stolen outside of school require an official police report to the school administration. If the fully functional device is later found or returned, this fee will be returned to the family. The district disables devices that are reported lost or stolen so it is important to report this early.
- Full price for lost, stolen or damaged AC adapter. The new power adapter will not be issued to the student until the fee is paid.

Second and subsequent incidents on an ANNUAL basis:

- The student will be required to pay an additional \$50 for a second and for each subsequent incident during the school year. Parent/guardian meeting with administrator.
- Full price of repair or replacement for an intentionally damaged device and a parent/guardian meeting with administrator required.
- Full price for lost or stolen device and a parent/guardian meeting with principal required. Devices reported as stolen outside of school require an official police report to the school administration. If the fully functional device is later found or returned, this fee will be returned to the family. The district disables devices that are reported lost or stolen so it is important to report this early.
- Full price for lost, stolen or damaged AC adapter. The new power adapter will not be issued to the student until the fee is paid.

Note: Accidental damage is determined at the time of the incident and within manufacturer's parameters.

Chromebooks Not Returned

Students who transfer out of the Lee's Summit R7 School District without returning the Chromebook and the charger will be charged the full cost of the device and the district will consider all legal rights at its disposal, which may include turning this device over to law enforcement and reporting it as a stolen device. In that case, the district will sign a criminal complaint regarding loss of property as stated in Board Policy EHB, Technology Usage.

Loaner Chromebooks

Students who borrow a loaner Chromebook while theirs is being repaired must return the loaner prior to receiving their repaired device, as a student is not allowed to have more than one Chromebook in their possession at a time. Damage to the loaner Chromebook will be assessed to the student per the following:

- Lost loaner Chromebook - \$150 fine
- Damage to the loaner Chromebook - \$50

SPECIAL ACCOMMODATIONS/RESTRICTED ACCESS:

- Parent/Guardian-Initiated Accommodations: It is the belief of Lee's Summit R-7 School District that every student should be granted equal access to the resources provided by the school district for learning. It is not the District's recommendation that a student be restricted access to any learning resource granted to all other students. If circumstances outside of school call for a student to have limited or restricted access to the District's provided resources, a written request by the student's parent/guardian, in collaboration with a school administrator, must be placed on file

with the particular school from which the parent/guardian is requesting the special accommodation. If the request is initiated by parent/guardian, approved by a school administrator, and placed on file with the school's technology department, a student may be granted "as needed only" or "by teacher request only" access to their Chromebook, rather than having it issued permanently into the student's possession.

- **Administrator-Initiated Restrictions:** Noncompliance with the expectations of the Connect2Learn Student/Parent Handbook or violation of the District Technology Usage Policy EHB & EHB-AP1 can result in the loss of privilege to use, or restricted access to, district-provided technology as a consequence for misuse or a safety measure with a particular student. If this is the case, a school administrator will collaborate with the student and parent/guardian to make arrangements that may deny or restrict access to the resource in question. The use of technology is a privilege that will continue to be afforded to students who abide by the District's Acceptable Use policy. Other disciplinary actions defined in Board Policy may be applicable.
- **Students with Disabilities:** Lee's Summit R-7 School District is committed that all students will have the tools needed to access the curriculum. The devices that students with disabilities use will be determined individually by their individualized education program (IEP) or other appropriate plan. For some students this may be a Chromebook, and for others it may be a specialized device that allows for access and meets the unique needs of the student. Devices will not be removed and replaced without consideration given to each individual situation. In the case where a Chromebook is not the appropriate electronic device, another type of device will be considered to assist the student in accessing the curriculum.

HANDLING, CARE & USE:

- You are responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all applications accessed via your assigned Chromebook.
- Students are always responsible for their own device.
- Your Chromebook is only for creation of, access to, and consumption of school-related and school-appropriate content. Do not access, store, create, consume, or share unauthorized or inappropriate content with your Chromebook.
- You are prohibited from taking photos or videos at school or while on district transportation without prior approval from a teacher or administrator.
- **Make sure you start each school day with a fully charged battery on your Chromebook.**
- Make sure the device logs on to the school district's network daily to receive necessary updates that are critical to keeping the device safe and operational.
- Make sure nothing is ever connected to, or inserted into, any of the ports and/or connectors of the Chromebook that are not intended for that particular port or connector.
- Make sure your device is never exposed to liquids or other foreign substances.
- Heavy objects should never be placed or stacked on top of your Chromebook. This includes books, musical instruments, sports equipment, etc.
- Make sure the surface of your device is not altered or defaced. **Do not decorate your assigned device or remove labels, stickers, or tags from the device that are affixed by school district personnel.**
- Make sure that only school district personnel troubleshoot, diagnose, or repair your borrowed device. Do not allow third party service people to handle your assigned

Chromebook. This will void the warranty and you will be responsible for all damage associated with the device.

SECURITY, STORAGE, & TREATMENT:

- Keep the Chromebook powered off and protected when not in use.
- Do not carry, hold, lift, or suspend the Chromebook in the air by the screen/display.
- Make sure to completely power off the Chromebook before inserting it into a protective school bag to transport home.
- Handle the Chromebook with caution. Do not throw, slide, drop, toss, etc. the Chromebook.
- **Take your Chromebook home every day for nightly storage and charging of the battery.** Do not leave it in your school locker or classroom overnight.
- Keep a Chromebook at home out of reach of younger or older siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.
- Secure the Chromebook out of view from anyone outside of a vehicle if being temporarily stored in a parked vehicle either on school grounds or at a private residence.
- Communicate with your teachers, coaches, sponsors, supervisors, etc. about ensuring that the Chromebook will receive secure storage if you have it at school related activities, performances, sporting events, etc.

HOME NETWORK/WIRELESS USAGE:

- LS R-7 Chromebooks are designed to work as a single, independent workstation in a home wireless network that allows for such.
- LS R-7 Chromebooks will connect to home wireless networks if the wireless network is open or only requires a network key, or passcode, to connect.
- Do not attempt to reconfigure any device settings or operating system defaults, even if your home network calls for it.
- Many public destinations now offer free public Wi-Fi to its patrons that can provide your device Internet access away from school. For a current map of free public Wi-Fi in the city of Lee's Summit, please visit connect2learn.lsr7.org.
- LS R-7 devices cannot be used with Wi-Fi networks that require installation of networking software, reconfiguration of security settings, or manually assigning an IP address.

CONTENT FILTERING:

- The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. See board policy EHB and EHB-AP for more details.
- The district's content filter will also filter content on student Chromebooks when they off the district's network and connected to the internet.
- Because of the nature of the Internet, no content filter is foolproof. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for accessing content that is not school-related, whether

blocked by the filter at that particular time or not. Disciplinary consequences in accordance with Board policy may occur for attempting to access unauthorized or inappropriate Internet sites.

- Attempts to disable, reconfigure, or circumvent the content filter is a violation of the Acceptable Use Policy and aforementioned device usage practices as defined above and can result in disciplinary action.
- If a student encounters content which is questionable, a report should be directly made to a R7 teacher for immediate investigation.

PRINTING:

- The use of Google Apps for Education encourages an environment of sharing information electronically instead of printing on paper. This is a cost savings as well as an eco-friendly move for the environment.
- The District recognizes there will be times when a student may need to print. Students can pull up Google Documents from any district desktop or laptop computer and have the ability to print. Specific printing instructions and locations vary by building. Students will need to ask the teacher for specific building printing information.
- LS R-7 will be unable to troubleshoot any difficulties that may be encountered when interacting with home printers if a student chooses to print something at home.

SOCIAL MEDIA AND ONLINE SAFETY GUIDELINES FOR STUDENTS DURING THE SCHOOL DAY:

- All student social media accounts (e.g. Facebook, Twitter, etc.) will be PERSONAL accounts. School related pages should be created by school personnel such as an activities sponsor, coach, teacher or administrator.
- Be aware of what you post online. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want others (familiar and unfamiliar) to see and share.
- It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including but not limited to last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Stop, Block, and Tell! (Don't respond to any cyber bullying message; block the person sending the message; tell a trusted adult.)
- Linking to websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to sources of which you might refer.
- Be aware that pictures may also be protected under copyright laws. Verify you have permission to use images.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- If you see inappropriate material that makes you feel uncomfortable or is not respectful, report it to a parent or teacher right away.

FOOD SERVICE MANAGEMENT

(Meal Charges)

All students that attend Lee's Summit R-7 are provided the opportunity to purchase meals at each school cafeteria in accordance with the National School Lunch/Breakfast Program. The following guidelines shall be followed in the instance that a student finds it necessary to charge their meal due to a lack of funds in his/her account.

Parents/guardians are solely responsible for providing their children with meals, either through money to purchase meals at school or by packing a meal from home. If for any reason a parent/guardian cannot afford to provide a meal for their child, they can apply for Free and Reduced meal benefits. A hard copy application may be printed from our district website at: www.leessummitschoolnutrition.com. Applications (in most languages) are available. A household may also apply for free and reduced meals online at: www.heartlandapps.com.

Parents/guardians are encouraged to deposit money in their student's meal account by accessing our nutrition online payment portal at: www.myschoolbucks.com to make sure adequate money is readily available to purchase school meals. This will eliminate the need for parents/guardians to send money with the child each day. Parents/guardians can also deposit money by sending a check or cash directly to the school or with their student in an envelope with the student's ID number, name and amount of deposit.

Notice

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the School and Nutrition Services website, and information about charging meals will be included in the student handbook.

Employees

Employees will not be allowed to charge meals.

Students

1. A student may not accumulate more than five (5) unpaid meal charges. When a student has accumulated five (5) meal charges the student will be provided an alternative meal.
2. Students may not charge à la carte items. Students are expected to pay for à la carte items prior to or at the time of receipt.
3. A student with money in hand will not be denied a meal even if the student has past due charges. Cash may be used to purchase a meal or ala carte items.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Alternative Meals

Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. When a student has reached the charge limit they will be provided an alternate meal.

Interventions

The district will provide the following notifications when a student/employee reaches specific unpaid meal charges:

1. After a student accumulates five dollars (\$5.00) of unpaid meal charges, School Messenger will notify household of negative account balances not more than two times per week.
2. Nutrition Services will provide administration a list of student charges on a weekly basis.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Additionally, the district will provide the following interventions via the principal and/or counselor:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the principal or counselor could assist.
2. Make repeated attempts to contact the parents/guardians to inquire about any assistance that might be needed to complete the free and reduced price meals application, discuss the situation and any other concerns the principal or counselor may have after meeting with the student, provide other resources as applicable and resolve the situation.
3. Provide other resources as applicable.

Notifications to Parents/Guardians

The district will provide timely notification to parents/guardians when account balances run low (when applicable) and when account balances include unpaid charges. Parents can sign up for free at www.myschoolbucks.com to receive email alerts for low balances.

Debt Collection

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Bad Debt

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost.

These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs.

End of Year Negative Balances

By law, Nutrition Services is not allowed to pay for bad debt. Therefore, each school will pay for their student's outstanding meal charges at the end of each year. Parents will be required to repay the school when the following year enrollment is conducted.

Donations

The district accepts donations from individuals or groups to help students and their families clear delinquent meal debt. Except as provided in Policy KH, donations for delinquent meal debt can be made to the Nutrition Services Angel Fund or to individual schools. Donations are accepted at Nutrition Services (702 SE 291 Highway, Lee's Summit, MO 64063) or at the school's cafeteria.

Refunds

Any student accounts with positive balances at the end of the school year will be automatically carried over to the next school year. If requested, the balances will be refunded to the account owner. Students who will be graduating or have left the district will have account balances refunded to the account owner or transferred to another student account at the request of the account owner. Requests for refunds should be submitted to Nutrition Services, 702 SE 291 Highway, Lee's Summit, MO 64063, Telephone: 816-986-2200.

Unclaimed Funds

All refunds must be requested within 90 calendar days of the last day of the current school year. Unclaimed funds (under \$5.00) for graduated seniors will be refunded at each school's cafeteria prior to the last day of the regular school year. Unclaimed funds \$5.00 or greater for graduated seniors will be refunded by the District during the month of June, annually. After 90 calendar days from the last day of the current school year, unclaimed funds of students no longer enrolled, will become the property of the Lee's Summit R-7 Nutrition Services Angel Fund.

Records

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from